

Job Title: Circulation Clerk

Category: Non-Exempt

Reports to: Head of Circulation

Supervises: NA

Educational Requirements:

Hours expected: 12-24 hours per week, some nights and weekends

Salary Range: \$14.10 – \$17.10 per hour based on experience

Our Mission: The Mason County District Library inspires lifelong learning by welcoming all to the library, promoting literacy and providing access to resources and programs.

Our Vision: We will create a welcoming environment that empowers our community through literacy, discovery and creativity.

Description: This part-time position is the public face of the library and is often the only library employee that a patron will interact with. A Circulation Clerk helps to foster an inviting and inclusive atmosphere by welcoming all to the library. They must have a positive, customer-service centered mindset. They are responsible for circulation duties in the library. This position requires a welcoming attitude, accuracy, attention to detail, and strong customer service skills.

Goals: Provide a positive customer service experience for patrons at the circulation desks.

Requirements for all employees:

- Service philosophy.
- Accurate in details.
- Ability to work with variety, change, and interruptions.
- Ability to communicate clearly.
- Ability to work effectively with patrons, co-workers, supervisors and others without bias.
- Ability to follow library policy and procedures.
- Ability to work independently.

- Shares Library's Values, and adheres to general library philosophy including the ALA *Library Bill of Rights*.

Requirements for this position:

- Basic Computer Skills.

Key Functions of this position:

- Greets and welcomes patrons to the library.
- Performs numerous Circulation duties.
- Answers questions on a wide variety of topics, sometimes involving research.
- Helps patrons with technology questions.