LIBRARY AIDE/CIRCULATION CLERK

***General Summary:***
 The circulation clerk/library aide greets and directs patrons, manages circulation, shelves materials, maintains a welcoming library, processes materials, and organizes or assists with library programming as directed. This is a full-time position and includes a full benefit package.

**JOB DUTIES AND RESPONSIBILITIES**:
 \*Participate in and have an active role in the planning and organizing of children’s programming, teen activities, and any other activities and events the library offers.
 \*Perform opening and closing procedures.
 \*Check out, return, and renew library materials accurately.
 \*Shelve and put materials away in a timely manner.
 \*Create and update patron records.
 \*Handle Inter-library loan requests coming in and going out.
 \*Answer incoming calls and directs caller as necessary.
 \*Process new materials, delete materials, and weed materials as necessary.
 \*Dust, straighten, and organize shelves regularly.
 \*Maintain displays and rotate holiday/seasonal materials regularly.
 \*Generate, edit, print and mail overdue notices to patrons.
 \*Responsible for taking the mail to be processed daily.
 \*Able to work regular library operating hours (9:00am-5:30pm M-F, 12:00pm-7:30pm Thursdays) and weekends if necessary.
 \*Maintain a clean, welcoming environment with occasional light housekeeping.
 \*Assist patrons in finding materials.
 \*Must be knowledgeable in material titles, authors, and genres, and able to offer suggestions or recommendations based on patron needs.
 \*Must be able to assist patrons with computer needs and technology devices within reason.
 \*Must be willing to lead preschool story time, teen programming, or adult activities if necessary.
 \*Must be punctual.

 **KNOWLEDGE, SKILLS, & ABILITIES:**
 \*Computer knowledge and office skills required.
 \*Working knowledge of electronic devices and resources and willingness to learn new technology required.
 \*Ability to operate office equipment including computers, printers, copier, fax machine and post machine required.
 \*Must be self-motivated and able to work independently.
 \*Must be able to prioritize work and maintain a professional manner in all situations.
 \*Attention to detail is required.
 \*Basic knowledge of library/shelving procedures (Dewey Decimal Classification System) is preferred.

**PHYSICAL REQUIREMENTS:**
 \*Requires sitting, standing, stooping, crawling, kneeling, and shelving overhead or floor-level materials.
 \*Requires the ability to work sitting, crouching, or kneeling on the floor for periods of time.
 \*Requires lifting or moving books and carts up to 50 pounds.
 \*Requires the ability to communicate effectively in English both orally and in writing.
 \*Requires visual and audible abilities to see and hear patrons effectively.

**WORK ENVIROMENT:**
 \*Indoor heated/air conditioned environment.
 \*Must maintain a professional manner when dealing with patrons, including teens, young children, and those disagreeable or needing assistance, at all times.
 \*Must maintain patron confidentiality at all times.
 \*Must be flexible, creative, patient, and friendly.
 \*Must participate in training in keeping with library trends.
 \*Appropriate dress code enforced.
 \*Must be able to work alone.
 **EDUCATION & EXPERIENCE REQUIREMENTS:**
 \*Education: High School diploma or equivalent.
 \*Experience: Customer service or experience in dealing with the public preferred.
 \*Strong interest in reading, books, authors, genres, and library services and activities, and willing to learn about current library trends.
 \*Computer, basic clerical work, and Internet knowledge required.

 **All Bottineau County Employees must participate in Direct Payroll Deposit to the bank of their choice.
 Bottineau County employees may be subjected to random drug/alcohol testing and/or background checks.
 All Bottineau County employees are subject to employee performance evaluations.
 All applications will be reviewed by the Bottineau County Public Library Board, who will make the final decision.**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an
exhaustive list of all duties, responsibilities, and skills
required of personnel in this classification.*