

## **Johnson Creek Public Library**

Job Description:       **Circulation Clerk I**  
Department:           Library  
Employment Status:   Part-time – 8 hours a week average  
Salary:                 \$14.60-\$14.80/hour

The Johnson Creek Public Library is currently accepting applications for a part-time Circulation Clerk I. The position requires a forward thinking, creative, and adaptable individual who is organized, able to work independently, and prioritizes tasks. The ideal candidate will provide excellent customer service; show a strong attention to detail; enjoy and embrace change; be proficient with computers, personal electronic devices, and social media; be comfortable with independent decision making; can work solo or as part of a team; and possess a strong work ethic.

Preference will be given to those with Library experience and/or education. The schedule will include Wednesdays 9-1, every other Friday 11-5, and 1-2 rotating Saturdays a month. This schedule may require an evening shift in the future. Flexible availability is a plus.

Applications are being accepted until filled. [Complete an application here](#). Return application and resume (if applicable) to Johnson Creek Public Library c/o Jodi Kessel Szpizar, Director 125 Lincoln Street Johnson Creek, WI 53038, or [kszpizar@johnsoncreeklibrary.org](mailto:kszpizar@johnsoncreeklibrary.org). Paper applications may also be picked up at the Library.

### **Purpose of Classification**

The purpose of positions in this classification is to perform a wide variety of general library work assisting patrons with daily library operations such as helping find materials, using the CAFÉ catalog, answering questions, and making copies. It also involves checking items in and out using the Polaris system. The work is performed under the supervision of the Library Director.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General Duties:

- Greet everyone who visits the library and maintain positive customer interactions
- Follow procedures for opening, closing, and securing the library
- Answer phones
- Check materials in and out; renew items; and empty book drop
- Process incoming material from other libraries
- Find requested items for hold alerts, bundle, and route to designated libraries
- Sort and shelve materials
- Check for and process damaged materials
- Identify cataloging errors and refer materials to Cataloger

- Issue new cards; answer patron questions; and reserve materials
- Provide patrons with book, media, and programming information
- Provide patrons with guidance in locating and choosing materials, and instruction on the use of the library and its resources including Café Catalog and the internet
- Assist patrons with reference questions
- Assist patrons with operating library equipment such as computer, printer, photocopier, fax
- Contact patrons via phone or email as needed
- Collect and record library revenue
- Count and balance cash drawer
- Monitor library calendar, and record reference questions
- Reserves meeting room for groups
- Check, monitor, and respond to library's general email
- Maintain patron records
- Receive donations of materials
- Maintain orderliness of newspapers, and general cleanliness and order of the library including picking up after patrons, straightening furniture etc.
- Maintain used bookshelves, posted notices and general cleanliness of library vestibule
- Collect mail from post office and sort accordingly
- Assist with outreach efforts including, but not limited to, Pop-Up Libraries, Community Events, School Open Houses, delivery of library materials, handing out flyers, and helping to organize events.
- Attend staff meetings
- Attend workshops, webinars, and training sessions as part of on-going professional development
- Adherence to library policies established by the Library Board of Directors including patron privacy and confidentiality
- Perform other duties as assigned
- Schedule will include days, a minimum 1-2 evenings per week, minimum 1-2 Saturdays per month, and flexible availability to meet the demands of the library.
- Up to the first six months of employment shall be a probationary period. Your employment may be terminated during this period at any time without notice, by employer or employee.

#### **Additional Tasks and Responsibilities May Include**

- Shelf read and straighten shelves
- Prepare Curbside Pickups
- Assist patrons with personal electronic devices
- Assist with the development and implementation of library programming as needed
- Assist with creation and distribution of flyers
- Set up displays and maintain bulletin boards
- Apply labels and covers, attach bar codes, stamp material
- Clean and repair materials. Stamp discarded, destroyed/dated materials
- Assist director with keeping the website up to date
- Assist director with maintaining a presence on social media

## **Minimum Training and Experience Required to Perform Essential Job Functions**

- High School diploma or equivalent
- Library experience, education, or training which provides the knowledge, skills, and abilities to perform the job
- Knowledge of library practices, operations, and collection organization
- Knowledge of social media, basic computer and electronic equipment operations including Microsoft Office software
- Ability to learn the functions of the library automation system as it relates to circulation services
- Ability to learn and implement current and emerging technologies
- Ability to communicate effectively, both verbal and written
- Ability to prioritize and complete tasks to meet deadlines with minimum supervision
- Ability to function in a team setting
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the general public.
- Ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

## **Physical and Mental Demands of the Position**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit, stand, walk, climb, crouch, stoop, bend, twist, reach, talk and hear
- Must be able to read library materials and computer screens that require close vision, prolonged visual concentration, and the ability to adjust focus
- May be exposed to dim lighting and dust
- Handle processing, picking up and shelving books
- Manual dexterity required to process or mend library materials, use office equipment and computers
- Lift and carry full delivery bins, heavy books, or office supplies
- Push and pull heavy objects on wheels
- Frequently lift and/or move up to 50 pounds and push in excess of 50 pounds in carts
- Shovel snow from the sidewalk
- Ability to communicate orally and in writing with library patrons; Library Director; other employees; and volunteers is required

The Village of Johnson Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Approved October 22, 2024**

**Johnson Creek Public Library Board of Trustees**