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**Circulation Clerk**

The Delafield Library is seeking an individual for the position of Circulation Assistant. This part-time position (approximately 14-20 hours/week) will report directly to the Circulation Supervisor. The following is the required available schedule:

**1:00 pm-4:30 pm Mondays**

**9:30 am-1:00 pm Tuesdays**

**1:00 pm-4:30 pm Wednesdays**

**1:00 pm- -4:30 pm Thursdays**

**Weekends required on a rotating basis**

**Duties and Responsibilities include the following:**

*Circulation duties:*

•Performs circulation desk procedures; checking in and checking out materials, registering patrons, preparing Library cards, maintaining patron records, collecting fines, registering patrons for programs using online software and reserving study rooms using online calendar

•Assists patrons with holds, renewals, account questions, locating materials, basic computer assistance and basic reference questions.

•Provides in-depth, one-on-one computer instruction for patrons with various technological abilities

•Provides reader’s advisory services to patrons

•Adheres to and communicates Library policies and procedures

**Knowledge and Abilities:**•Display superb customer service skills with patrons

•Ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors

•Considerable knowledge of modern Library science theory and practices

•Ability to perform reference work using both print and digital resources

•Demonstrates flexibility and teamwork

•Willingness to continually learn and use new technology

•Ability to work independently, organize and prioritize tasks, respond to varied/changing work demands and make decisions as required

•Ability to interact pleasantly, constructively and cooperatively with Library patrons and staff

•Excellent communication skills, both oral and written

•Must be proficient with Microsoft Office products and personal computers

**Physical Demands of the Position:**

Employee must be able to:

•Sit, stand, walk, climb, stoop, bend, twist and reach

•Talk and hear; use the telephone

•Have far vision at 20 feet or further; have near vision at 20 inches or less

•Lift and carry 50 pounds or less

•Handle processing, picking up and shelving books

•Push and pull objects weighing 60 to 80 pounds on wheels

•Travel to meetings outside of the Library; provide own transportation to said events

**Environment and Working Conditions:**

**•Evening and weekend hours required**

**Education and Experience:**

•Some college and/or advanced coursework required

•Emphasis placed on previous Library experience

•3 years+ of customer service experience required

**Starting pay is $15.00/hour. If interested, please submit resume to Business and Acquisitions Manager Cassidy Hammel at** **chammel@delafieldlibrary.org** **before 5:00 pm on Friday September 10, 2022.**