

**SPRING LAKE DISTRICT LIBRARY  
JOB DESCRIPTION**

**CIRCULATION SUPPORT CLERK- TEMPORARY**

**Supervised by:** Circulation Supervisor  
**Supervises:** N/A

**Position Summary:**

Under the supervision of the Circulation Supervisor, the Circulation Support Clerk is primarily responsible for maintaining the flow of circulation material. The position requires working with computers, handling daily check-in of material, and being detail oriented and organized. This is a temporary position to assist with high summer demand, expected to last approximately 12 weeks.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Check materials in and out on the library computer system.
2. Organize all library materials in the correct place within the workroom.
3. Shelve all library materials in the correct place.
4. Use the Digital Library Assistant device to confirm item status.
5. Unload Interloan delivery and prepare outgoing delivery of library materials.
6. Process RFID tags for new and existing materials.
7. Identify materials requiring mending; assist with repairs.
8. Perform other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- High school diploma or GED from an accredited institution required.

- Ability to perform clerical tasks accurately and efficiently.
- Basic knowledge of Microsoft Office Word and Excel programs and the ability to assist others with basic computer tasks.
- Knowledge of alphabetical order and ability to implement in library use.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain courteous and effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, library staff, community groups and others.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to travel on library business or for professional development as needed.
- Ability to sort, organize, and separate items.
- Ability to pay attention to details.
- Ability to work under supervision and independently.