



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

Job Title: Circulation Clerk

Immediate Supervisor: Head of Circulation

Positions Supervised: None

FLSA Status: Non-exempt

Position Summary:

Under the supervision of the Head of Circulation, this position performs clerical work related to circulation of library materials. Work involves performing all functions of the circulation desk.

Principal Responsibilities:

- Assists patrons with their library record, check out and discharge items, renew items for patrons, collect money to pay fines, assist in ILL (inter-library loan), process hold items for patrons, register new patrons and update patron records.
- Assists in opening, closing, monitoring and maintaining building security safety standards as assigned.
- Assists patrons in the use of library equipment.
- Answers and directs incoming telephone calls in a pleasant and courteous manner, provides general information about the library and refers patrons to appropriate personnel for assistance.
- Maintains physical appearance of library by picking up library materials left on tables, counters and chairs.
- Participates in shelving, inventorying / shelf reading collection.
- Performs other related duties as required.



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Required Skills, Knowledge and Abilities:

- Proven ability to work competently and courteously, and to establish and maintain effective working relationships with coworkers and patrons.
- Demonstrated positive public service attitude with ability to properly handle patron issues and complaints.
- Possess basic computer skills. Familiar with Windows and other basic computer software - The candidate will need to complete a test for basic technology competencies after training is completed.
- Ability to multi-task and communicate effectively.
- Detail-oriented, flexible and dependable.
- Ability to stand at public service counter for long periods of time, and to lift and move books and other library material, transporting materials using a book truck and/or book bin. Must be able to lift/push 20 lbs.
- Flexibility in schedule with ability to work nights and weekends as required.

Education and Experience:

- High school degree required.
- Library experience and/or a strong customer service background highly desired.