

SIOUX LOOKOUT PUBLIC LIBRARY
JOB DESCRIPTION

JOB TITLE: Casual Circulation Clerk

RESPONSIBLE TO: Chief Executive Officer

HOURS OF WORK: Hours depend on availability of shifts, will fall within any of the opening hours of the library and vary each week. Evenings and weekend work (Saturdays and Sundays) are required for this permanent position. Library hours of operation are as per Board Policy #B01 and the "Hours of Work" for this position are adjusted according to this policy.

THIS JOB DESCRIPTION IS: **New** **Existing** **Revised** **Rescinded**
October 2017

EDUCATION AND EXPERIENCE

High school graduate preferred. A combination of education and experience may be considered.

JOB SUMMARY:

The Casual Circulation Clerk works on a casual basis (as needed to cover staff absences, sick days, and vacations) with the main duties relating to the circulation of library resources. Part of the time is spent performing other tasks as follows, or as assigned by senior library staff.

Employees are expected to complete all tasks in a safe manner at all times.

DUTIES AND RESPONSIBILITIES:

PROCEDURES

The library's automated system procedures start with a J, circulation area procedures start with a G and job specific procedures start with a D.

Main Duties:

- **Maintain circulation desk activities. (*Circulation functions are considered a priority of this position.*)** Jxx

- Open and close the library and secure the building. G01

- Record all cash taken in daily and total the daily cash sheet at the end of the day. G02

- Complete community errands as requested by senior staff. N/Appl.

- Process new materials as time allows. G10

Other Duties:

- Ensure all forms used at the circulation desk are updated, copied and available for use. (This duty is shared with the Circulation Clerk III position.) N/App.
- Compile the daily/monthly statistics for the Public Access Computers and the wireless use and forward to the CEO and/or Assistant Librarian. D11 and D12
- Periodically run the “Shadowed Items List” and forward any issues to the Assistant Librarian. NEW
- Monitor the video display units. D02
- Process new audiovisual materials and display cards as necessary with the assistance of the Student Pages. NEW
- Maintain, monitor, and rotate OLS-N POOL collections as applicable. o/s
- Maintain current procedures for all tasks, in collaboration with the CEO and Assistant Librarian. N/App.
- Perform other duties as assigned from time to time by the CEO and/or the Assistant Librarian or Administrative Assistant. N/App.

CONTACTS

- Internal – Library employees, municipal staff
- External – The public, Ontario Library Service-North and other community members

SIGNATURES

Employee _____ Date _____

CEO/Chief Librarian _____ Date _____