

## North Wales Area Library and PHEAA-Partners Again!

College students approved for PHEAA can again apply for employment at the North Wales Area Library.

The Library was approved for the summer 2024 term. The openings are for Circulation Desk Clerks. The job description can be found below. Please contact the Library through [email-jayne@northwaleslibrary.org](mailto:email-jayne@northwaleslibrary.org) if you are interested in a summer position

### North Wales Area Library

#### Job Description

#### I. POSITION: Part Time Circulation Clerk

A. Supervisor: Circulation Supervisor and Director

#### II. QUALIFICATION REQUIREMENTS

- A. High school diploma or GED
- B. Must speak and understand the English language
- C. Basic computer skills; ability to pass typing and filing tests
- D. Ability to serve patrons in an enthusiastic yet calm and friendly manner
- E. Physical ability to stand at circulation desk for several hours, retrieve materials from high shelves, shelve material on standard library shelving and to move carts loaded with books
- F. Physical and manual dexterity-Must be able to stand, bend and carry 20 pounds (several books)
- G. Ability to listen and clearly communicate with patrons in person and on the telephone
- H. Both Act 33 and Act 34 clearance must be on file at the Library
- I. Possess a valid driver's license.

#### III. JOB SUMMARY

A circulation department clerk is responsible for performing daily circulation desk duties and record keeping involved in the efficient flow of library materials, as well as the accurate shelving of returned material. Work schedule approximately 15 hours per week including at least one evening and some Saturdays.

#### IV. MAJOR DUTIES AND RESPONSIBILITIES

- A. Check-out and check-in of library materials
- B. Register patrons and provide them with a library card
- C. Assist patrons with questions, including locating materials
- D. Answer and route incoming telephone calls
- E. Sort, inspect, and shelve returned materials
- F. Clean media and books as needed upon return
- G. Check-in book return items
- H. Renew items at desk or by phone
- I. Learn new procedures and upgrades as they occur
- J. Assist in preparation of books for circulation
- K. Other duties as assigned by the Director

#### V. Dress Code:

- A. Business casual
- B. No shorts or T-shirts