

**CITY OF WIXOM**  
**EMPLOYEE POSITION DESCRIPTION**

**POSITION TITLE:** Library Clerk

**REPORTS TO:** Technology/Support Services Librarian

**SUPERVISES:** --

**SALARY RANGE:** \$11-\$14 per hour

**QUALIFICATIONS:** High School Diploma or GED; proficiency in personal computers; knowledge of general office procedures; excellent customer service and communications skills.

**DUTIES AND RESPONSIBILITIES:**

- Greets library customers and assists them with circulation concerns. Provides directional assistance and makes referrals to other staff members as needed. Answers main library telephone and routes calls accordingly.
- Using the library's automated circulation system, checks out library materials, receives returned materials, empties book returns, and processes interlibrary loans according to established circulation policies and procedures.
- Carefully registers new borrowers, collects fine payments, and maintains confidentiality of all patron records.
- Processes library materials by applying appropriate labels, stamps, plastic jackets and security strips. Repackages audio/visual materials as needed.
- Sorts and distributes incoming mail.
- Performs various procedures prior to the opening or closing of the Library, including turning on/off lights, telephones, and other equipment and filling/emptying cash register.
- Handles routine patron circulation problems such as disputed fines, lost items, or items with missing parts.
- Demonstrates continuous effort to improve operations, decrease turnaround time, streamline work processes, and work cooperatively to provide excellent customer service.
- Attends staff meetings, reads the Library newsletter, understands Library policies, and makes an effort to stay informed.
- Performs related duties as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Date Position Last Reviewed: January, 2016**