



## CIRCULATION CLERK

University City Public Library is hiring! If you are energetic, cheerful, curious, and have a strong desire to make a positive difference every day at work, please apply. UCPL serves a highly diverse, civic-minded, eclectic population and enjoys tremendous community support. Our facility is currently in the middle of a full-scale renovation, making it an exciting time to join us as we explore new ways to be of service, while continuing to offer one of the finest standalone library collections in metro St. Louis and an array of lifelong learning and entertainment opportunities for patrons.

The **Circulation Clerk** is a part-time position that reports to the Head of Circulation. Desirable attributes of applicants for this position include a fine attention to detail, good interpersonal skills, and the ability to handle busy work periods calmly and patron problems with diplomacy and tact.

**Tentative schedule:** The library currently needs weekly coverage on Saturdays from 9am-5pm. Once re-established in our permanent location, the tentative schedule for this position will include Friday evenings, Saturday 9am-5pm, and Sunday from 1pm-5pm, with additional/alternate hours scheduled as needed.

### **Specific duties include:**

- Check out and return library materials
- Register and renew patron accounts
- Answer and route incoming telephone calls
- Collect library fees
- Explain library programs and policies to patrons
- Resolve patron problems when possible, or refer to the Head of Circulation
- Maintain copy machines and assist patrons in their use
- Answer simple information requests and perform book searches in the absence of reference staff
- Sort and shelve library materials
- Maintain order in stacks and study areas
- Clean, inspect, and shelve returned items
- Retrieve materials from indoor and outdoor book drops
- Clean public areas and equipment
- Participate in outreach with Library book trike

- Comply with all COVID-related safety practices
- Other related work as requested

**Qualifications:**

- Knowledge of and/or ability to quickly learn Dewey Decimal system
- Ability to file numerically and alphabetically
- Ability to follow written and oral instructions
- Ability to work without supervision once trained
- Strength and agility to maneuver heavy book carts, bend and reach, and perform constant lifting of library materials
- Ability to work cooperatively with public and coworkers
- Good interpersonal skills

**Essential physical abilities to be accomplished with or without reasonable accommodation:**

- Able to stand for long periods (up to 4 hours at a time)
- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations
- Ability to lift up to 40 pounds; push and pull carts weighing up to 200 pounds; bend, stoop and reach shelving from floor level to 6 feet high; and stand or walk for at least 1 hour at a time
- Able to operate book trike (with e-assist), approx. load 250 pounds
- Tolerance for dust and mold which permits the employee to work with books and other library materials, as well as work in older buildings

**General requirements for all library employees:**

- Ability to establish and maintain effective working relationships
- Commitment to the library's mission and goals
- Ability to read, write, and speak English
- Ability to give and receive instructions in English
- Alpha-numeric recognition skill

- Ability to exercise good judgment
- Ability to use basic office equipment: telephone, fax, e-mail, copier
- Honesty, punctuality, accuracy, ability to maintain confidentiality
- Ability to pass a criminal background check
- One-year probationary period

**This is a part-time job with some flexibility in scheduling.**

TO APPLY: Stop by the library and get an application from the front desk, download a PDF copy from the library website at [www.ucitylibrary.org/employment/](http://www.ucitylibrary.org/employment/) or contact [humanresources@ucitylibrary.org](mailto:humanresources@ucitylibrary.org) to receive an application via email.

***Equal Employment Opportunity Employer***

*University City Public Library is proud to be an affirmative action and equal opportunity employer and will continue to recruit, hire, promote, train, and develop into all job levels without regard to race, color, age, sex (including pregnancy, gender identity and sexual orientation), religion, national origin, genetic information or disability. In recognition of the essential rights of all employees and applicants as individuals, it is the policy of the University City Public Library to recruit, hire, train, develop, and promote in all job classifications without discrimination to achieve equality in employment practices. The Library does not discriminate based on race, color, national origin, gender, religion, sexual orientation, age, or disability. It is also the policy of the Library to act affirmatively in those areas where societal discrimination has denied equality of opportunity, particularly where under-representation exists. Special emphasis will be placed upon recruiting qualified minorities, women, veterans, and disabled individuals.*