



CITY OF SAINT PETER, MINNESOTA

POSITION OPENING

PART-TIME LIBRARY CIRCULATION CLERK

The City of Saint Peter is currently accepting applications for a positive, energetic person to provide great customer service as part-time **CIRCULATION CLERK**. Minimum qualifications: Experience working with the public in a customer service setting. Desired qualifications: Experience in provision of library services; ability to operate a PC and use internet and related programs including on-line cataloging system. Up to 19 hours per week (M-F mainly afternoon/evening hours with some Saturdays mornings). Wage \$11.70/hour. Applicants are required to complete a City application form which is available in the City Administrator's office at 227 South Front Street; by calling (507) 934-0663; or online at <https://www.saintpetermn.gov/365/Employment>. Completed applications must be received by the City Administrator's office by 5:00 pm November 20, 2020. Faxed and/or late applications will not be accepted.

AA/EEO

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 98

POSITION TITLE: CIRCULATION CLERK

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: LEAD LIBRARIAN

OVERVIEW OF POSITION:

Under the direction and general supervision of the Lead Librarian, the Circulation Clerk provides assistance to library patrons and assists in carrying out the work of the Library.

ESSENTIAL JOB FUNCTIONS:

- Provides assistance to library patrons; helps patrons locate needed materials; registers borrowers; checks out materials.
- Assist patrons in use of on-line and computer systems.
- Assists in carrying out the work of the library; records returned materials; shelves returned materials; maintains library shelves in good order; assists with program activities.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively; accept responsibility; secure the confidence of library patrons; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff and general public; understand and carry out directions.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Circulation Clerk is required to be capable of performing the following physical functions or a combination thereof for any given work day:

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate typewriter or computer keyboard for up to 8 hours in a work day.
- Occasionally lift and carry up to thirty (30) pounds.

MINIMUM QUALIFICATIONS:

- Experience working with the public in customer service setting.

DESIRED QUALIFICATIONS:

- Experience in provision of library services.
- Ability to operate a PC and use internet and related programs including on-line cataloging system.