

## Children's Circulation Desk Clerk Job Description

The Children's Circulation Desk duties include those specific to the Children's Circulation Desk and the Children's area as well as other duties that may arise with library needs. These duties include:

- Using ILS Atrium to check in and check out library materials and assist with card catalog searches
- Answer the phone—first responder to answering incoming calls
- Patient and friendly customer service towards library patrons in assisting with reading material choices, services, or programming events
- Maintaining Children's area to include straightening and cleaning, shelving, shelf-reading, and decorating
- Programming assistance—expected to fill in when Children's Librarian is absent as well as assisting with some after-hours programs
- May be required to work some Saturdays
- Adapting to changing environments of quieter activities to more energetic activities
- Flexibility in floating to the Front Circulation Desk or other areas in the library that needs assistance

Preferred qualifications and skills will include:

- Associate or Bachelor's degree; Qualifying work experience may be substituted for college degree
- Library experience
- Ability to work well with children and parents
- Proficient in computer software such as Word and Excel
- Experience in Google Workspace
- Attention to detail
- Professional customer service
- Exceptional prior work attendance
- Independent worker

This is a Part-Time Eligible position of 32 hours per week, and comes with partial PTO and partial paid health benefits.

The schedule for present needs is set as such:

- Monday 8:30 a.m.-5:00 p.m.
- Tuesday 8:30 a.m.-5:00 p.m.
- Wednesday Off
- Thursday 8:30 a.m.-5:00 p.m.
- Friday 8:30 a.m.-5:00 p.m.
- Saturday As needed

Application deadline opens 12/2/24 and closes 12/13/24. Please apply on-line at [www.tcplibrary.org](http://www.tcplibrary.org), or pickup an application at the library and turn in at the front desk. Eligible applicants will be contacted for an interview from 12/16/24 through 12/20/24. Please do not contact the library about interviews.