



**CITY OF VESTAVIA HILLS**  
**Vestavia Hills Library in the Forest**  
**POSITION VACANCY—CIRCULATION CLERK PART-TIME**

**DESCRIPTION**

Work is performed at the Circulation Desk under the general supervision of the Circulation Manager with some latitude for independent judgment within established guidelines. The job requires judgment based on knowledge of procedures and policy learned under direct supervision by the professional staff. Job requires assisting patrons, checking materials in and out, maintaining library materials in an orderly fashion and preparing materials for shelving.

**EXAMPLES OF WORK**

Primary responsibilities are in the Circulation Department. Duties include but are not limited to: assisting patrons in finding books and other materials, placing holds on materials, requesting materials from other libraries for patrons as requested, collecting fines for overdue and lost materials, preparing books for shelving, processing membership applications, updating library cards, checking in, checking out and renewing materials, inspecting returned materials for damage, providing library services over the phone and resolving problems involving lost or overdue materials and patron registration statuses. Performs related duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Applicant should possess knowledge of library operations and the circulation system, excellent communication and clerical skills, ability and willingness to give attention to detail and to ask questions when unsure, knowledge of business English, spelling and math, ability to understand and follow oral and written directions, knowledge of departmental rules, regulations, procedures and functions, and knowledge of computer applications including hardware and software related to performance of the essential functions of the job. Must be able to work with minimal instruction and supervision and have the ability to establish and maintain effective relationships with associates and with the public. Applicant must also be able to handle irate patrons in a diplomatic manner.

Essential and marginal functions required: maintain physical condition necessary for standing for prolonged periods of time; ability to carry books and materials, push a book truck with 50 pounds of weight and eye sight ability to read a computer monitor.

**EDUCATION AND EXPERIENCE**

Sixty (60) credit hours of college work at an accredited, Liberal Arts College or university. Two to three years of progressively responsible related experience or any combination of education, training and experience providing the required knowledge, skills and abilities to perform the essential functions of the job. Previous library experience preferred.

**HOURS AND SALARY**

This position is 19 hours weekly at Grade LP2 Step 1, salary \$15.17 per hour. Schedule includes Monday-Friday as well as nights and weekends. Employee may be required to adapt to future schedule changes depending on library needs.

**TO APPLY**

Application is attached. Deadline for submitting the application and resume via email to Ms. Pamela Parson (pam.parson@vestavialibrary.org) is Friday, Aug 13, 2021, at 5:00 pm. No phone calls please. Qualified applicants may be contacted for an interview. Please be prepared to submit a college transcript at the time of the interview. Position available immediately.