



302 S. FIRST STREET, DUNLAP, IL 61525

309.243.5716

FAX 309.243.5874

WWW.DUNLAPLIBRARY.ORG

### **Substitute Circulation Clerk**

The Dunlap Public Library District is seeking an energetic, creative, service-driven professional to serve as our Substitute Circulation Clerk. The Substitute Circulation Clerk ensures library patrons receive excellent customer service by providing library circulation services, confidently using library resources to answer reference questions, assisting patrons with ebook check-outs and other computer needs, and occasional assisting with library programs including basic computer instruction.

This Clerk acts as Person-in-Charge in certain evening and weekend situations, and has the opportunity for up to 20 hrs/week.

About the library: The Dunlap Public Library District serves a diverse rural and suburban population in the north Peoria, IL region.

#### **Job Responsibilities and Duties:**

- Provides friendly, courteous, and accurate service to all users
- Performs circulation duties for customers, including check out and discharge of materials as needed, collecting payment for fines and bills, updating customer account information, and issuing library cards, placing holds on materials
- Opens and closes the library
- Cleans and shelves library items, and reads shelves for accurate material placement
- Assists with technology-related questions
- Recommends materials to customers, based on interests and needs
- Responds to routine reference questions
- Assists the Adult and Youth Services Librarians – as needed
- Supports, promotes, implements, and makes decisions based on established Library policies, guidelines, and programs
- Complies with all library and personnel rules and regulations

#### **Job Required Skills, Education, and Qualifications:**

- Models excellent customer service attitude and delivery
- Demonstrates proven computer literacy with adequate keyboarding skills
- Uses effective verbal, written, and discreet communication with management, co-workers, and the public
- Exhibits self-motivation with the ability to prioritize, meet deadlines, and manage changing priorities

- Performs duties requiring the exercise of professional skill, initiative, and independent judgment
- Successfully handles matters of conflict
- Flexibility to handle multiple tasks and assist users simultaneously
- Ability to pay attention to details
- Ability to operate a cash drawer and make change
- Ability to work effectively on a team
- Exhibits knowledge of the Dewey Decimal System and other library-related catalogs
- Ability to reach, bend, stoop, lift up to 20 pounds, and push up to 40 pounds on a wheeled cart, and access all library areas and materials.
- Ability to go from sitting to standing frequently and easily
- High School Diploma / GED required; Library experience preferred
- Ability to read, understand, write legibly and speak articulately in English.
- Availability in the day, evening, and weekend hours.
- Access to reliable transportation.

Schedule and Benefits: The Substitute Circulation Clerk is part-time, \$14 - \$15/hour, DOQ. This position has flexible hours morning, afternoon, and evening Monday-Saturday. The specific schedule will be discussed during the interview process.

To apply: Submit a library application, cover letter, and resume, including three professional references, to: Laura Keyes-Kaplačka, Director, via email at [Director@DunlapLibrary.org](mailto:Director@DunlapLibrary.org). Position is open until filled, but priority will be given to those who apply by March 15, 2023.