

Job Description

JUNIOR CIRCULATION CLERK- CHILDREN’S LIBRARY

JOB OVERVIEW: The Wilkinsburg Public Library, a busy, vibrant community hub, is seeking a full-time junior circulation clerk for the children’s library. The ideal candidate will be community oriented, have a strong background in customer service, and be able to work in a team environment. Public libraries are all about relationships and the ideal candidate will be comfortable engaging with youth of all ages and their caregivers in a respectful and caring manner. This position is included in the borough’s contract with the SEIU.

JOB REQUIREMENTS: The successful candidate will have a high school diploma or GED equivalent, Associates degree preferred. Previous customer service experience and previous experience working with children required. Must be willing to obtain necessary clearances. *Wilkinsburg residency required.*

JOB DUTIES:

- Help children and families select age-appropriate books and materials.
- Register children and families for new library cards.
- Answer reference questions for families and feel comfortable engaging with a diverse community.
- Maintain a safe and orderly library space.
- Select and maintain library displays.
- Assist librarian with children’s programming.
- Occasional circulation assistance in the adult library.

KNOWLEDGE, SKILLS: The ideal candidate will be comfortable with technology and will be able to develop a working knowledge of library resources and databases.

SUPERVISION: The Junior Circulation Clerk-Children’s Library reports directly to the Assistant Director/Children’s Librarian.

Approved: _____
Department Head

Borough Manager

Original Approval: _____

Revised: _____