



**Hendersonville**  
Public Library of Sumner County

## **Circulation Clerk 1 Part Time**

### **General Overview**

The Hendersonville Public Library is seeking to hire a part-time Circulation Clerk 1. The successful applicant will be enthusiastic and creative, willing to share their talents to help the library better serve the Hendersonville community. The Hendersonville Public Library is a Level 5 library and the largest library in Sumner County, serving approximately 500 patrons per day. The library is open Monday – Thursday and on Saturday. This position will work closely with the Operations Supervisor, Library Directors and a supportive team of staff in planning, organizing, and directing the activities for the Library. This position is approximately 25.5 hours every two weeks, which would include daytime, evening and Saturday hours as a year-round position.

### **Job Description**

General Function: completes and assists in a variety of tasks necessary for the day to day operations of the library.

- Prioritizes assignments and tasks under general direction.
- Checks returned items in, inspecting returned items for damage.
- Checks items out to patrons; receives overdue fines, lost / damaged item fees and lost / damaged item replacements.
- Processes patron renewals, upon patron request and if possible. Explains renewal guidelines to patrons.
- Create account/library card for new patrons.
- Sorts books, publications and other items according to classification code and returns the items to the shelves, files or other designated storage areas.
- Shelves returned items, requires knowledge of the Dewey Decimal system.
- Read shelves for accuracy.
- Provides assistance to patrons, including locating circulation items, and answering patron inquiries in person and over the phone.
- May assist in repairing books and circulation items.
- May perform light cleaning, including dusting, review and restock of public bathroom facilities, etc. as necessary for the daily operations of the library facility.
- May perform a variety of additional duties necessary for the daily operations of the library facility.

## Education and Qualifications

- High school graduate, with some college or library experience preferred
- Ability to communicate effectively, in writing and orally, to promote and market library materials and programs
- Demonstrates ability to exhibit sound judgment and demeanor in public interactions; thinks and acts appropriately under pressure.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Highly self-motivated and able to work independently
- Ability to manage multiple tasks at one time
- Ability to use common software applications including Microsoft Office.
- Ability to use common office equipment including a computer, phone, fax, copier and scanner.
- Working knowledge of alphabetical order, numerical order, and spelling.
- Requires ability to undergo extended periods of walking, standing, sitting, bending, stooping, kneeling and light lifting.
- Ability to exercise discretion with sensitive and / or confidential information.

All applicants must submit an application, resume, cover letter and 3 professional references. Applications may be downloaded at <https://www.sumner.tn.org/information/job-openings>

Applications will be accepted at:

**Hendersonville Public Library**  
**140 Saundersville Road**  
**Hendersonville, TN 37075**

Or via email to: [djohnson@sumnercountytn.gov](mailto:djohnson@sumnercountytn.gov)

**Applications will be accepted through Friday, October 30, 2020 @ 5 PM. Interviews will be conducted by appointment only.**

The Sumner County Library Board and libraries of Sumner County do not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.