

Circulation Clerk

Dripping Springs Community Library

Position Summary

The Circulation Clerk provides essential front-line customer service to library patrons by performing a variety of circulation-related duties. This position is responsible for checking materials in and out, issuing library cards, processing fines and fees, shelving materials, and assisting patrons with account-related inquiries. The ideal candidate is friendly, detail-oriented, and enjoys working with the public in a fast-paced environment.

Essential Functions

- Greet and assist patrons at the circulation desk with checkouts, returns, renewals, account questions, and printing services
- Issue new library cards and update patron records in the library's integrated library system (ILS)
- Collect and process fees, and other payments following library policies
- Answer phone calls and direct inquiries to the appropriate department or staff member
- Sort, shelve, and organize library materials accurately and efficiently
- Assist with holds, interlibrary loans, and item requests
- Maintain the appearance and organization of public and staff areas
- Follow established circulation procedures and contribute to their ongoing improvement
- Provide general information about library services, programs, and policies
- Participate in inventory and weeding projects as needed
- Perform opening and closing duties, including securing the circulation area
- Assist with special projects or library events as assigned

Requirements

1. High School Diploma or Equivalent
2. Previous customer service experience preferred, library experience a plus
3. Strong communication and interpersonal skills
4. Comfortable use of computers, library software, and office equipment
5. Ability to work independently and as part of a team
6. Attention to detail and accuracy in handling transactions and shelving materials
7. Physical ability to lift, push, or pull carts and bend, stoop, or stand for extended periods
8. Willingness to work flexible hours, including evenings and weekends, as scheduled

To Apply: Please submit a cover letter and resume to director@dscl.org