



Join Our Team as a Circulation Clerk!

The Butler Area Public Library is looking for a part-time circulation clerk who communicates well, is customer-oriented, and enjoys reading. This role offers around 25 hours per week with a mix of weekdays, evenings, and Saturdays.

In this position, you'll assist with circulating books and materials, help patrons navigate library services, and contribute to special projects under the direction of the Executive Director and Management team.

Qualifications:

- High school diploma or GED
- Strong interpersonal and customer service skills
- Proficiency with technology, including PCs and Microsoft Office
- Knowledge of popular books and current events
- Ability to organize items alphabetically and numerically
- Capacity to prioritize tasks and work independently or in a team

Schedule: Approximately 25 hours per week, including two Saturdays per month and two evenings a week.

Starting Salary: \$13/hour, with paid vacation, sick days, and holidays.

Candidates must obtain PA Child Abuse/FBI Clearances and pass a criminal background check. To apply, please submit your resume and cover letter to apply001@bcfls.org by **September 15th, 2026**. We anticipate a start date of October 5, 2026.

Butler Area Public Library

Circulation Clerk

Job Summary: Under the general direction of the Executive Director and the Adult Services Manager, the Circulation Clerk performs varied library services in the circulation of books, materials, and related collection items. Performs clerical work, assists patrons in using library services and facilities, and contributes to the completion of special projects. This is a part-time position. Hours to be determined by the Executive Director.

Essential Duties and Responsibilities: These include the following duties; however, other duties may be necessarily performed:

1. Checks library materials in and out and places holds using the ILS system.
2. Processes patron membership applications. Updates patron cards annually.
3. Follows library policies for collecting and recording receipt of funds for overdue, damaged, or lost library items.
4. Responds to requests for information and assistance or refers inquiries to the proper department.
5. Sorts and shelves books.
6. Periodically monitors library areas to ensure a safe environment and proper use of the facilities.
7. Performs duties related to special projects as assigned.
8. Adheres to and enforces all library policies.

Knowledge and Skill Requirements:

1. A high school diploma or equivalent is required.
2. Proficiency in all aspects of customer service, including telephone etiquette.
3. Basic proficiency in the use of computers.
4. Proficiency in Microsoft applications. Familiarity with ILS systems.
5. Knowledge of office equipment and processing tools.
6. Ability to work cooperatively with others.
7. Self-motivated and detail-oriented.

Physical Demands:

The physical demands described here are representative of those an employee must meet to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, handle objects, keyboards, or controls, and reach with hands and arms. The employee frequently is required to stand and sit. The employee is required to walk, stoop, kneel, talk, and hear. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Employee Signature and Date: _____