**Part-Time Job Opening**

**Circulation/Genealogy Clerk**

**Cynthiana-Harrison County Public Library**

**Description:**

**Under the general direction of the director, the Genealogist and Circulation Clerk performs specialized tasks related to the operations of the Kentucky Room as well as the circulation of library materials. These tasks include educating and assisting patrons in the Kentucky Room as well as curating the Kentucky Room collection and databases. In addition to working in the Kentucky Room, this staff member will work at the circulation desk and will have other duties as assigned. This person will aid in the efficient operation of the circulation desk and all areas this includes. This staff member interacts with the public and staff and is expected to serve all patrons with tolerance and patience. CHCPL is committed to creating an atmosphere of acceptance and access as well as a strong commitment to customer service, integrity, honesty, tolerance, flexibility, and confidentiality.**

**Genealogy Responsibilities:**

* **Assist patrons with research**
* **In person**
* **Over the phone**
* **Through email**
* **Assist patrons with use of the specialized databases and digitized collection for the KY Room**
* **Help in locating materials in the KY Room**
* **Organize materials in the KY Room**
* **Work toward the completion of various KY Room projects**
* **Complete KY Room related trainings and seek out other training opportunities**
* **Become familiar with current databases and subscriptions and how to use them**
* **Offer scheduled training programs/opportunities for the public to become more proficient in using KY Room offerings**

**Circulation Responsibilities:**

* **Material circulation**
* **Assisting patrons with copies, faxes, and computer use**
* **Creating library accounts for new patrons**
* **Answer reference questions**
* **Answer the telephone**
* **Desk coverage**
* **Empty book drop**
* **Cover books**
* **Clean DVDs, CDs, and books as needed**
* **Reserve Community Room**
* **Straighten, shift, shelf-read, dust shelves**
* **Process Inter-Library Loans**
* **Manage items that have been donated to library**
* **Programming support and possible program planning**
* **Other duties as assigned**

**Minimum/Essential Qualifications:**

* **Required- High School Diploma/GED**
* **Required- Ability to work posted schedule and fill in when needed**
* **Required- Successfully Complete a Background Check**
* **Preferred- Library or Related Experience**
* **Preferred- Library/Information Science Coursework**

**Schedule will include: Every other Saturday 12:00-5:00 and some evening work (until 7 p.m.)**

**Please mail resumes to:**

**Cynthiana-Harrison County Public Library**

**104 N. Main St**

**Cynthiana, KY 41031**

**Or Email Resumes to:** [director@cynthianalibrary.org](mailto:director@cynthianalibrary.org)

PLEASE APPLY BY December 23, 2024. Interviews will be held in January 2024.