

Job Summary:

The Library Clerk will perform general Circulation duties and provide patron assistance.

Duties/Responsibilities:

- Shelve, straighten and maintain all library materials
- Answer the phone and direct patrons
- Handle patron fines and fees
- Perform duties required at the circulation desk (greeting patrons, assisting patrons in finding items, placing items on hold, processing library card applications and renewals, checking items in and out, navigating ILS, etc.)
- Perform physical processing of new items and repair of damaged items
- Assist librarians with children’s and adult programs
- Participate in large-scale library programming as requested by the Library Director
- Answer reference questions with coaching from supervisors
- Attend required all-staff meetings and trainings
- Attend continuing education activities and workshops relevant to the position as directed
- Light cleaning
- Perform miscellaneous duties as requested by supervisors

Required Skills/Abilities:

- Have basic skills in business arithmetic and business correspondence
- Have basic English spelling and grammar skills
- Understand reference material, including how to utilize table of contents, index, etc.
- Be able to type and use computer keyboard/software
- Be able to interact with people tactfully
- Be a “self-starter,” show initiative, be self-motivated
- Be physically able to perform duties
- Understand the Dewey Decimal System
- Must have reliable transportation

Schedule: Monday - Thursday 5 – 8pm; Saturday 10am – 5pm (1-hr lunch break); alternating Sundays (1-2 per month) 1 – 4pm

Wages and Benefits: Minimum wage (currently \$15/hr); prorated vacation after 90-day probation