

TITLE: Library Clerk (Less than half-time)

DEPARTMENT: Public Library

REPORTS TO: School Librarian

DEFINITION:

Performs routine tasks related to servicing and maintaining book stacks, magazines and other library materials, as well as front-desk circulation duties. Primary responsibilities of this position are shelving library items, pulling holds, front-desk library circulation tasks and attending to the public with outstanding customer service. Also, outreach to the community is expected, which includes story-times and reading readiness activities at daycare facilities, outreach to senior meal events, etc.

EQUIPMENT/JOB LOCATION:

Utilizes general office equipment and work computers. Duties are performed in a library and at outreach locations. Must have reliable transportation to transport library materials to outreach locations.

ESSENTIAL JOB FUNCTIONS:

- Organize and shelve library items, and pull holds.
- Make independent decisions in regards to shifting when shelves become full.
- Process books and other library materials for the collection.
- Mend and clean damaged library materials.
- Check materials in and out, collect fines, contact patrons with reserve books, issue library cards.
- Assist patrons with reference, reader's advisory, technology and information needs.
- Update records and labels on library materials.
- Available to work evenings and possibly Saturdays.
- Outreach and programming activities.
- Performs related tasks when required, or assigned.

QUALIFICATIONS:

Ability to learn routine processes within a reasonable length of time. Ability to file alphabetically and numerically with speed and accuracy. Ability to understand and follow written and oral instructions. Excellent interpersonal skills. Ability to interact in a public-facing fashion with children, families, and the public in a highly energetic manner while smiling.

Education:

High school graduate or equivalent.

Experience:

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the above.

License or Certification Required:

Valid driver's license