



Library Clerk

General Job Description: The Library Clerk provides a wide variety of public, technical and clerical services including information and reference service, reader's advisory, circulation services and administrative support. This is a part-time position and reports directly to the Library Director.

Preferred Qualifications:

- Excellent oral and written communication skills in order to provide superior customer service.
- High School Degree or equivalent.
- Knowledge of or willingness to learn routine library procedures including working with automated library systems.
- Computer and technology knowledge in order to perform work duties and assist patrons.
- Reliable, adaptable, detailed oriented, and highly organized.
- Ability to work full-range of library hours - evenings and weekend work is required. As needed, work additional hours beyond those regularly scheduled.

Primary Responsibilities:

Patron Services

- Handle circulation desk duties including but not limited to check-in/checkout procedures, placing/filling holds, answering the phone, reader's advisory, processing library cards, and collecting fees.
- Assist patrons with library equipment, i.e. fax machine, photocopy machine, Internet computers, subscription databases, etc.

Other

- Shelve library materials, shelf read and keep materials in order.
- Perform or assist with library opening and closing.
- Work cooperatively with other staff to accomplish projects when needed.
- Perform other duties as assigned by the Library Director.

The above list of responsibilities and qualifications is not intended to be an exhaustive list of all the tasks, skills, or efforts associated with this job. In order to meet the needs of the library, employees may be assigned other duties, in addition to or in lieu of those described above. Duties are subject to change at any time.