



Library Clerk Part-Time

This position works under the supervision of the Head of Adult Services; may include some supervision of pages and/or volunteers.

Duties:

- Staffs the circulation desk – circulates materials, places holds, issues library cards, collects fees using online library system
- Provides directions and information to patrons, refers to librarians as needed
- Assists patrons with use of available machines and technology, including copier, fax machine, and patron computers
- Answers phone, assists patrons, transfers calls as needed.
- Provides patrons with information about library programs
- Assists with shelving, program room set up, book donations, and safety issues
- Other duties as needed

Qualifications:

- High School or equivalency diploma
- Strong interpersonal skills, including tact and courtesy in dealing with the public and coworkers
- Familiarity with computers, Microsoft Office, and ability to handle new technology as needed
- Flexibility, a sense of humor, patience, initiative, and a positive work attitude
- Physical strength and dexterity are required to handle library items, stand for extended or continuous periods of time, ability to climb staircases, and handle boxes up to 35 pounds in weight

Work Schedule: 13.5 hours/week, 2 days per week, plus 1 Saturday a month

Salary: \$16.00/hr