

Oscoda County Library
430 W. Eighth Street
Mio, Michigan 48647
TEL: 989-826-3613
FAX: 989-826-5461

JOB DESCRIPTION

TITLE: Programming Clerk

EDUCATION: Associate Degree or 2 years experience commensurate to the position.
Minimum of Level IV certification from the Library of Michigan

REPORTS TO: Library Director

QUALIFICATIONS:

1. Work with the public and staff with tact and courtesy.
2. Work with other staff members as a team
3. Possess above average keyboarding skills.
4. Use a computer, with basic operational understanding of library hardware and software.

SUPERVISES: None

SPECIFIC RESPONSIBILITIES:

1. Assist patrons with helping them identify and locate materials in the collection.
2. Assist patrons in the use of the online catalog.
3. Circulate library materials and shelve materials to their proper place.
4. Process magazines and newspapers
5. Answer the phone and direct calls to the appropriate person.
6. Notify patrons of incoming materials and faxes.
7. Assist in inventory.
8. Register new patrons.
9. Maintain the shelves in "reading order" by appropriate cataloging system.
10. Operate all library equipment.
11. Understand the library policies and translate them into action
12. Fulfill all the requirements of the Oscoda County Library Personnel Policies.
13. Perform basic office procedures, such as filing and recording data.
14. Attend workshops and training programs as needed.
15. Daily reconciliation of money and receipts.
16. Creating of monthly programming (minimum 4 per month) for adults and children.
17. Cataloging and processing of new library material.
18. Responsible for processing payroll in the absence of the library director.
19. All other duties as assigned by Library Director.

HOURS:

May include evening and Saturday hours. Not to work less than 20 hours per week, or more than 28 hours per week. Work schedule will be set by Library Director.