

Part-time Library Clerk Job Description

Description: Under the supervision of the library director the library clerk performs a variety of circulation and reference desk duties along with assisting the Catalog Librarian with cataloging materials. The employee may be asked to assist in other areas of the library when the workload and staff on duty dictates. This position will include night and weekend shift. The person in this position will work up to 20 hours a week.

Responsibilities:

- Performs circulation desk operations.
- Makes sure the library materials are shelved in order and the library spaces are neat and clean
- Processes new material to prepare it for circulation.
- Operates standard library equipment such as copiers, fax machine and scanner
- Assists in maintenance and mending of library materials
- Performs opening and closing procedures
- Helps volunteers as needed
- Assists with programs as needed
- Performs other duties as assigned by the Director.

Knowledge, Skills, and Abilities:

- High school diploma.
- Working knowledge of library principles and practices
- Protects patron and staff privacy
- Understands computers
- Works in a pleasant and cooperative manner
- Works independently and takes initiative to successfully complete duties
- Familiar with the use of library materials
- Ability to follow written and oral instructions
- Ability to maintain accurate files and records that will require typing
- Must be accurate with mathematical computations, such as counting money and making change
- Sort and file alphabetically
- Lift up to 50 pounds

Salary:

Wages are based on experience.

Benefits:

Benefits include PTO and paid holidays.