



Position Title: **Library Clerk**

Classification: Part-time

Pay: \$8.50 - \$10.00/hour

Distinguishing Features of the Class:

Very well-defined work assignments performed under very close supervision. Exercises little discretion and only within well-defined guidelines, practices, and procedures. Job performance skills are learned on-the-job within a very short period of time.

Immediate Supervisor: Director

Positions Directly Supervised: None

Job Duties and Responsibilities:

Primary:

- Performs general desk duties including answering telephones and directing calls, copies, faxes, scans, etc.
- Sorts, organizes, and shelves library materials including books, magazines/newspapers, and other media.
- Assists customers with directional questions and with using the copier and public computers.
- Processes payments and transactions.
- Processes library cards.
- Assists patrons with locating library media and general genealogy inquiries.
- Resolves disputes with patrons concerning overdue, lost, or damaged items, etc. directing issues to the Director only when applicable.
- Reads shelves for neatness and proper order; rearranges or shifts books.
- Interprets the library's mission, policies, and procedures in a customer-responsive manner.
- Under supervision, weeds library materials.
- Assists in keeping the library neat and orderly.

Secondary:

- May assist in the physical processing of library materials
- May assist with library displays and programs, including room set up and take down
- May assist with collection maintenance, including using lists to inventory or pull materials
- Performs related work as required and assigned for the efficient and effective operation of the library
- Other duties as assigned

Skills, Knowledge, Abilities:

- Knowledge of and commitment to excellent customer service
- Good interpersonal and communication skills
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results
- General knowledge of library services and collections
- Ability to understand and follow oral and written instructions
- Ability to quickly and accurately sort by alphabetical, numerical, chronological, or Dewey Decimal order
- Able to stand, walk, and use hands to perform tasks the majority of the work day
- Ability to manipulate loaded book carts, reach shelves, and lift or carry 25 pounds and occasionally 50 pounds
- Ability to use the library's online catalog and automated circulation system
- Ability to operate a personal computer, telephone, typewriter, copier, and other office equipment
- Flexible, adaptable, and able to flourish in a changing environment
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends

Education, Training, and Experience:

High school diploma or equivalent required. Library experience preferred, but not required. Must complete KDLA certification requirements within required timeframe.

Status: This position requires working daytime, evening, and weekend hours depending on scheduling.

Special requirements:

- Valid driver's license
- Background check