



## Part Time Library Clerk

**Job Summary:** The Library Clerk keeps the library running smoothly during daily operations. Performs responsible and varied clerical work in circulation, interlibrary loans, materials processing, and shelf maintenance. Assists patrons in finding information and using library services and facilities.

This is a part time position with regularly scheduled hours each week. Must be willing to work nights, weekends, and around holidays. **The schedule is subject to change based on the needs of the library.**

Reports to: Circulation Supervisor

### Principle Responsibilities and Duties

- Establishes and maintains a high customer service performance standard.
- Opens and closes the library.
- Performs full range of circulation desk duties including issuing library cards, checking materials in and out, reserving books, collecting fines and answering the phone.
- Advises patrons about library materials and computers and oversees appropriate use of the facility.
- Orders Interlibrary Loan items for patrons.
- Responds to requests for information from patrons in the library, through email, and by phone or refers inquiries to director.
- Keeps shelves properly organized, assists in managing the library collection by culling outdated, unused and damaged items, and recommending purchases based on reader's interests and requests.
- Has knowledge of upcoming adult and children's programs, book sales and other events.
- Helps to prepare for upcoming programs and events. May also be asked to assist with a program or to conduct a program in the absence of the program leader.
- Performs special duties as assigned.

### Knowledge, Skills and Abilities

- Demonstrates a working knowledge of library principles and practices.
- Understands computers and automated library systems.
- Understands a variety of mobile devices.
- Works in a pleasant and effective manner with patrons, co-workers, and volunteers.
- Works independently and takes initiative to successfully complete duties.
- Must have experience with Microsoft Office.