North Pocono Public Library
1315 Church Street
Moscow, PA 18444
570-842-4700
https://lclshome.org/libraries/north-pocono-public-library/

Position: **Part Time Library Clerk**
Reports to: **Assistant to the Director/Executive Director**

Essential Responsibilities:

- Establishes and maintains a high customer service performance standard.
- Opens and closes the library.
- Performs full range of circulation desk duties including, but not limited to, issuing library cards; checking materials in and out; renewing materials; reserving books; ordering interlibrary loan items; collecting fines; shelving books; shelf reading; answering the phone; providing copying, printing, faxing, and scanning services; and other desk duties as assigned.
- Advises patrons about library materials and computers and oversees appropriate use of the facility.
- Responds to requests for information from patrons in the library, through email, and by phone, or refers inquiries to the Assistant to the Director.
- Addresses computer issues and communicates with LCLS IT department to resolve technical problems.
- Keeps shelves properly organized, assists in managing the library collection by culling outdated, unused and damaged items, and recommending purchases based on readers' interests and requests.
- Has knowledge of upcoming adult and children's programs, book sales, and other events.
- Schedules for the use of the Study Room.
- Assists with children and teen programming needs as necessary.
- Takes Community Room scheduling requests and gives them to the Assistant to the Director.
- Performs other and/or special duties as assigned, including, but not limited to, creating displays.

Knowledge, Skills, and Abilities:

- Demonstrates a working knowledge of library principles and practices.
- Enthusiastic about serving the library's community.
- Works in a pleasant and effective manner with supervisors, patrons, co-workers, and volunteers.
- Understands computers, automated library systems, the Internet, Microsoft Office, and a variety of mobile devices.
- Works independently and takes initiative to successfully complete duties.
- Communicates clearly and concisely both orally and in writing.

Physical Demands:

- Library clerks spend the majority of their shifts standing or moving about the circulation area; moving bins and rolling full book trucks to other parts of the library; and bending and stretching to return material to shelves. As such, those interested must be able to lift bins of books up to 25 lbs. and stand for long periods of time.

Qualifications:

- Must possess high school diploma or equivalent.
- A valid driver's license.

Preferred Qualifications:

- Bachelor's degree.
- 1 or more years' experience working in a library.
- Familiarity with digital devices and websites.

Schedule & Rate:

- 10-20 hours/week: days, nights, and some Saturdays. Must be flexible. Starting rate: varies.
  ***Schedule subject to change based on the needs of the Library.**

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of employment. Volunteer clearances will not be accepted.

- **Pennsylvania Child Abuse Clearance**
  https://www.compass.state.pa.us/CWIS/Public/Home

- **Pennsylvania Criminal History Record**
  https://epatch.state.pa.us/

- **Federal Criminal History Record** https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx

- **Mandated Reporter Training Certificate**
  https://pafsa.org

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Signature Date

The North Pocono Public Library is an Equal Opportunity Employer