Library Clerk

Position Description

Supervisor: Director

Hours of work: Part time (1-15 hours/week) and must be able to work Saturdays.

Salary: $13.50/hour

Job Summary:

Under supervision of the Director this position shelves and organizes the library collection materials including shelf reading and shelf checks for overdue items and applies acquired knowledge to help customers locate resources. The work requires an understanding of how the library is organized. Additional tasks include researching and scheduling programs and assisting with researching and writing grants and other fundraising tasks. The work performed is subject to review through observation, reports and the results achieved. This position projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members and works as part of a team.

Programming Responsibilities: These tasks directly fulfill the purpose and mission of the Library. (90%)

1. Customer Service/Outreach:

* Shelves library resources in proper order.
* Locates requested items for transit.
* Does shelf reading to assure resources are in proper location and order
* Assists staff with checking resources for damage and removing them from the shelves.
* Uses Library software to check in/check out Library resources.
* Collects payments for fines and fees.
* Adheres to library policies and procedures.
* Answers inquiries, helps customers locate needed materials, assists with technology questions or refers customers to other staff members for assistance.
* Performs any other tasks as requested.

1. Outreach and Programming:

* Assists the Director and Trustees with community outreach to provide for the exchange of information and encouraging the Library’s responsiveness to the needs of the community.
* Assists with identifying, scheduling and preparing for outreach activities.
* Assists with identifying, coordinating and overseeing adult and family programs.
* Provides or coordinates workshops or programs as needed for adults and families.
* Provides information to the Library Director for the Library's website and social media to ensure that it is an instrument for service delivery, information exchange and public awareness for adults.

Fundraising Responsibilities: These tasks are activities directly related to the appeal for financial support or contributions to the Library. (10%)

* Assists with preparations for fundraising events.
* Assists with advertising upcoming events and sharing information with customers.
* Attends fundraising events, when possible.
* Assists with identifying and writing grants.
* Tracks awarded grant projects.
* Performs any other tasks as requested.

Qualifications, Education, Experience, and Skills Preferred:

* A high school diploma or equivalent.
* An awareness of the purposes and functions of the library and the ability to learn routine library procedures.
* Ability to understand and follow written and oral instructions.
* Ability to learn the Dewey Decimal system and other library filing systems.
* Possess existing knowledge or have ability to learn Library software.
* Knowledge of group management of various sizes and ability to provide attention to individuals.
* Ability to accurately handle money.
* Ability to lift up to 25 lbs, negotiate stairs carrying heavy library materials, stand in place for extended periods of time, and bend/stretch to reach resources from all levels of shelving.