

JOB DESCRIPTION: Library Clerk (Part-Time)

TYPICAL DUTIES. This list is intended to describe the general nature of work to be done, but it is not necessarily a complete list.

1. Work at the circulation desk, including checking items in and out, dealing with overdue materials, and small amounts of money, recording daily library statistics and assigning library cards.
2. Returning items to shelves and keeping shelves neat and orderly.
3. Helping patrons find books or information they are looking for, including requesting materials from another library.
4. Helping patrons with printing, copying, faxing, scanning and computer needs.
5. Opening the library for business at the start of the day, and shutting down and closing the library securely before exiting.
6. Performing various housekeeping duties to keep the library neat, clean, and appealing to patrons.
7. May be expected to perform other duties as experience dictates or as assigned by the Library Director.

DESIRED QUALIFICATIONS. Some areas require basic training by Library staff:

1. Familiarity with using the library and/or previous library work experience.
2. A high school diploma or equivalent, with expected level of knowledge of reading, writing, and mathematics.
3. Solid communication, writing, and customer service skills that promote a positive image of the library and library services.
4. Computer skills beyond basic use experience for doing library work as well as helping patrons with their computer use.
5. Knowledge of basic office practices, procedures, and equipment.
6. The ability to work with people of all ages, especially as it applies to children using the library or help in coordinating programs for children.
7. The desire to seek additional training as appropriate.

WORKING CONDITIONS.

1. The clerk must be available throughout the week to substitute for other workers as needed. Applicant must be available for evening and Saturday work.
2. This is an entry-level position. No specific prior experience is required, but some skills are desired, as noted above. All workers are expected to adhere to library policies, practices, and standards of work and behavior.

Becky Graham, Director
Central Lake District Library
P.O. Box 397
Central Lake, MI 49622
director@centrallakelibrary.com
If you have questions, call the library at 544-2517