

Library Clerk

Works to professionally represent the library while providing excellent customer service to patrons and completing the necessary Library Clerk duties to maintain library service.

Job Responsibilities

Duties include but are not limited to:

- Reporting to the Library Director
- Performing all aspects of opening and closing the circulation desk
- Working at the circulation desk and performing all duties associated with the circulation desk
- Greeting, assisting, and referring patrons according to their needs
- Answering incoming phone calls and making referrals or taking messages as necessary
- Checking in and out all library materials efficiently and accurately and returning all library materials to the appropriate place within the library
- Registering new patrons
- Assisting with placing holds for patrons as requested and notifying patrons when holds are available
- Assisting patrons in using the online catalog
- Assisting patrons with all questions about their account
- Processing incoming cargo
- Preparing items for outgoing cargo
- Pulling items that are on hold
- Shelving, reading, and straightening books and other materials as necessary
- Completing minor repairs on circulating materials – replacing broken CD or DVD cases, gluing books, etc.
- Making copies and sending faxes for patrons as requested
- Emptying book drop of materials as needed
- Assisting with special projects as requested by Library Director
- Assisting with maintaining tidiness of the library
- Other duties as assigned by Library Director

Job Requirements

- Ability to professionally represent the library to the public
- Ability to maintain a professional working relationship with coworkers
- Availability to work all library shifts including evenings and Saturdays
- Ability to make decisions and to work independently in a wide variety of situations
- Ability to alphabetize, file and perform clerical tasks
- Understanding of computers and common office equipment
- Knowledge and understanding of library policies, services and programs
- Strong communication skills, interpersonal skills and organizational skills
- Physical agility and strength to bend, reach, lift and carry up to 25 lbs.
- Ability to employ independent judgment and initiative in assigned areas