Marengo-Union Library District
Job Description

Title: Library Clerk  
Job Type: Part Time

Dept: Patron Services  
Work Schedule: 12 hours per week

Reports to: Patron Services Manager  
Classification: Non-Exempt

Position Summary:

Under the supervision of the Patron Services Manager, this position performs various circulation functions and provides library services to patrons.

Essential Duties/ Major Responsibilities:

Open/Close the Library
Use integrated library system to perform circulation functions
Interact with patrons, offer assistance as needed
Handle money responsibly
Answer the phone and route calls
Perform routine office tasks including faxing and printing
Shelve materials using the Dewey Decimal System
Other duties as assigned

Communication:

The position has on-going contact with Marengo library staff members, outside service providers, and the public.

Desired Minimum Qualifications:

Demonstrates knowledge of current technologies
Demonstrates objective critical thinking and decision making ability
Demonstrates the ability to stay calm in difficult situations
Demonstrates the ability to work independently

Education and Experience:

High School graduate
Spanish Speaking a plus

Physical Demands:

The position requires extensive close work (eyestrain), as well as frequent bending, stooping, reaching and pushing. The lifting and carrying requirements for the position are minimal. Must be able to lift at least 30 lbs.
Work Environment:

Duties are typically carried out in an office setting with programs typically occurring in a library setting. Work involves a varied schedule with frequent evening and morning meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.