

Marengo-Union Library District Job Description

Title: Library Clerk

Job Type: Part Time

Dept: Patron Services

Classification: Hourly

Reports to: Patron Services Manager

Pay: \$15.00 an hour

Hours:

An average of 12-16 hours per week; hours will be divided between days, evenings, and Saturdays (availability to work one evening a week and two Saturdays a month expected).

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 personal 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

Knowledge of current technologies

Objective critical thinking and decision-making ability

Ability to stay calm in difficult situations

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.