

LIBRARY CLERK

Position Title	Library Clerk
Position Status	Part-time
Reports to	Circulation Operations Manager
Position Overview	<ul style="list-style-type: none"> • Works primarily at the library's main circulation and youth services desks • Greets and assists patrons with the use of library materials and facilities • Reshelves library materials
Duties include, but are not limited to	<ul style="list-style-type: none"> • Assists patrons with the use of library materials and services • Assists patrons with questions regarding research and readers advisory • Aids in the development of the library collection • Regular processing of newspapers, periodicals and book deliveries • Re-shelving & maintenance of library materials • Aids supervisor with regular displays and special projects • Regular use of library software and technology • Answers phones and performs general office tasks • Assists with programs and participates in book club • Works regular evening and weekend shifts • Other related duties as assigned by supervisor • Covers extra shifts as needed.
Required Skills and Abilities	<ul style="list-style-type: none"> • Strong interpersonal skills that project approachability, friendliness and professionalism • Attention to detail and ability to work with confidential information • Able to follow directions and accept instruction • A respect for diversity • Flexibility • A moderate level of comfort with computers and technology
Qualifications	<ul style="list-style-type: none"> • High school diploma or possession of an equivalency diploma