

JOB DESCRIPTION

Department:	Adult Services & Children's Department	Hours/Week:	Minimum 10 hours; up to 29 hours, as needed.
Job Title:	Library Clerk	Job Category:	Non-Exempt Regular Part-Time
Reports To:	Director	Pay Grade:	A2 - \$10.00 / hr starting wage; negotiable based on experience.

Position open until filled

JOB SUMMARY:

Performance of library clerk duties in Adult Services and Children's Department.

ESSENTIAL FUNCTIONS:

Provides friendly customer service to adults and children in both Adult Services and Children's Services.

The duties for this position include, but are not limited to, the following:

- Checking library materials in and out
- Issuing library cards
- Updating patron records
- Sorting and shelving all library materials
- Emptying book drops
- Contents checking returned audio-visual items (DVDs and CD Audiobooks)
- Shelf reading
- Shifting collections as necessary
- Dusting shelves daily
- Closing and cleanup procedures
- Assisting patrons
- Answering telephone
- Scanning/e-faxing documents

NON-ESSENTIAL FUNCTIONS:

- May be assigned other tasks. Examples: Copy library-related articles from the newspaper, relabel books or shelves, sort and file paperwork.

JOB SPECIFICATIONS

Skills Required

- Must be able to file library materials alphabetically and numerically.
- Must have the physical ability to push and pull loaded book carts.
- Must be able to bend, stretch, and kneel.
- Must be able to climb on, and balance on, a kick stool.
- Must be able to communicate verbally and in writing with other library staff and with the public.
- Must have the ability to follow verbal and written instructions.
- Must be able to work without direct supervision.

Other Requirements

- Must have basic computer skills, including but not limited to using internet browsers and word processors.
- Must have the ability to work shifts during the day between 9 AM and 6 PM on weekdays and every other Saturday 9 AM – 2 PM.
- Customer service experience: applicants need to be comfortable working with both children and adults, and able to maintain a friendly attitude in challenging situations.
- Must be willing to work with others and be cooperative with all library staff.
- Must be willing to carry out additional duties not already listed above.

Preferred

- Experience using, volunteering in, or working in a public library.
- Experience using the Evergreen Indiana catalog to search for items and place holds.

BENEFITS:

- This job is eligible for Personal Time Off (PTO) after Jan 1, 2023.

DISCLAIMER:

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; or
- This job description is subject to change at any time.
- Applicants are required to take a skills test at the time of the interview.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the Hartford City Public Library may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Printed Name _____ Date: _____

Signature _____