

Caestecker Public Library
Position Description

Title: Library Clerk

Responsibilities of Position:

1. Under general supervision, gives superb library customer service with self-motivation and prioritization of tasks to meet assignment deadlines and team goals. This position has a focus on adult programs and activities, circulation duties, tech help, and other work as required.

Duties/Examples of Work:

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, material search and retrieval, and readers advisory as necessary.
2. Processes deliveries and pulls holds for Winnefox system shipments of loan materials.
3. Processes, withdraws, maintains, and reconditions library materials.
4. Assists with processing library materials so they are ready to be catalogued and shelved.
5. Assists patrons with operations of personal technology, patron computers, Wi-Fi printing, and other equipment.
6. Works with the director to schedule, manage, and promote adult book clubs, programs, and services throughout the year.
7. Organizes monthly art displays and artist receptions for community enjoyment.
8. Creates and maintains adult collection displays.
9. Assists with marketing via the library's social media presence, website, and other platforms.
10. Answers directional and basic reference questions and refers patrons to appropriate personnel.
11. Sorts and routes mail.
12. Shelves library materials and read shelves for alphabetical accuracy as needed.
13. Performs light housekeeping duties as needed.
14. Performs other related work as required.

Knowledge and Abilities:

2. Knowledge of library policies and procedures.
3. Ability to operate library computers and other equipment.
4. Ability to communicate effectively, both orally and in writing.
5. Problem solving skills and the ability to adapt to changing situations.
6. Ability to appropriately handle confidential/sensitive patron information.
7. Willingness to maintain skills in above-mentioned areas through an active spirit to learn and participation in appropriate library skills educational experiences.

Physical Demands of the Position:

1. Sitting, standing, walking, climbing and stooping.
2. Bending, twisting, and reaching.

3. Talking and hearing; use of the telephone.
4. Far vision at twenty feet or further; near vision at twenty inches or less.
5. Lifting and carrying; forty pounds or less.
6. Processing, picking up and shelving books.
7. Setting up programs and activities: moving tables, chairs, and indoor and outdoor equipment.
8. Typing, writing, filing, sorting, shelving and processing.
9. Pushing and pulling objects weighing 60-80 pounds on wheels.
10. Ability to travel to meetings outside the library.

Environmental Working Conditions:

1. Inside work environment. Outdoor activities as scheduled.
2. Flexible work hours include evening and weekend hours.

EQUIPMENT USED:

Copy machine, computers, tablets and devices, fax machine, telephone, audio-visual equipment, barcode scanner, WI-FI printing, software programs, digital platforms.

EDUCATION AND EXPERIENCE:

1. High school diploma or GED required; some college courses preferred.
2. Previous adult programming experience preferred.
3. Computer knowledge required.
4. Experience working with the public required.
5. Some previous library work experience preferred.