

LIBRARY CLERK

General Statement: Works under the general supervision of the Library Director. Works circulation desk and performs other duties as assigned.

Duties Include:

Performs circulation and service desk duties.

Using an automated system, checks library materials in and out, registers patrons and updates patron information, collects fines and fees.

Assists patrons with basic reader's advisory.

Assists patrons in use of online catalog.

Answers basic reference questions and refers all other patron requests and questions to appropriate staff members.

Assists patrons with using computer equipment and programs.

Operates photocopiers, fax machines, and other office machinery.

Shelves books and other library materials, maintains shelf order.

Performs routine computer and clerical work.

Performs routine processing, repair, and cleaning of library materials.

Sorts donations.

Enforces library rules.

Assists with adult and youth programs.

Other duties as required.

Knowledge/Skills/Abilities:

Ability to type with reasonable speed and accuracy.

Ability to operate computers with proficiency.

Ability to work within a team setting.

Ability to communicate and deal effectively and courteously with co-workers and patrons of all ages.

Ability to learn the Dewey Decimal System, automated circulation and OPAC systems.

Ability to make decisions independently in accordance with the established policies and procedures.

Ability to use initiative and sound judgement in completing tasks and responsibilities.

Ability to handle multiple tasks with frequent interruptions.

Excellent attention to detail.

Dependability, punctuality, and good work habits.

Physical agility and strength to bend, stoop, reach, climb, lift and carry heavy library materials and push heavy carts filled with books.

Willingness to do other tasks as needed
Ability to work evenings and weekends.
Ability to work additional hours to cover staff shortages and special circumstances.

Qualifications and Requirements:

High school diploma or the equivalent and some experience using libraries.

This job description is not intended to be a complete statement of all duties and responsibilities associated with this position.

Work days and hours are subject to change based on the needs of the library.

\$11.00 – 13.00/hour to start. DOQ

20 hours per week.

Benefits: Paid holidays, vacation and sick leave; Oregon PERS.

Deadline: 6:00 p.m., Monday, August 21, 2017