

Chetco Community Public Library District Library Clerk

Reports to: Library Director

Non-exempt part time position: 32 hours per week

Compensation: Starting at \$13/hour

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

General Statement: The library clerk 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 the 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 youth and adult programs
- Other duties as required

Knowledge, Skills, and 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 decision 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.