

Work-Study Library Clerk

Date Posted: December 15, 2017

Department: Public Library

Compensation: \$9.00/hour

Hours: Dependent on work study award/availability

Deadline: Open until filled

Looking for a part-time job? Need evening and weekend hours? The Edith B. Siegrist Vermillion Public Library employs students awarded work-study hours on an hourly basis for their Work-Study Library Clerk position. We're currently looking for new work-study students that could start in December or the Spring 2018 semester.

Schedule and number of positions available are dependent students' availability and their work-study award. We're currently looking to fill hours for three Saturdays a month from 9.30am-5pm and Fridays from 2pm-6pm. Other weekday hours including 5pm-9pm may also potentially be available as needed.

*****Please note this is a Work-Study position. Applicants must have a work-study award for the current academic year and hours available to be considered*****

Position Description

Job Summary

Performs entry level library clerical work with circulation of library materials, handling of patron requests, shelving and filing.

Essential Job Functions

- 1) Greets visitors to the library and provides friendly, high-quality customer service to library users.
- 2) Performs circulation duties and procedures including: loaning and returning materials, placing reserves, checking in materials, shelving materials, checking for damaged materials, taking interlibrary loan requests.
- 3) Maintains neat and orderly circulation desk.
- 4) Assists patrons in the use of library services and facilities.
- 5) Assists patrons signing up for new library cards.
- 6) Responds to general telephone questions.
- 7) Organizing and reshelving returned library materials.
- 8) Any one position may not include all the duties listed, nor do the listed examples include all duties which may be found in a position of this class.

Other Job Functions

- 1) Operates library equipment.
- 2) May be cross-trained to assist in other library units.

- 3) May be asked to assist with library programs and activities as needed.
- 4) Shelf reading of library stacks to ensure an easy to use and accessible collection.
- 5) Performs other tasks, duties and projects as assigned.

Supervision Received

Reports to the Circulation Supervisor. Works under the immediate supervision of scheduled library staff.

Knowledge, Skill and Ability

- 1) Ability to establish and maintain effective working relationships with patrons and staff.
- 2) Ability to follow written and oral instructions.
- 3) Experience working with common technology hardware and software such as Microsoft Office products, PCs, tablets, copiers, fax machines and email.

Education - High School diploma or GED.

Experience - Customer service experience preferred.

Physical Demands

While performing the duties of this position, the employee is regularly required to use hands to handle and feel, operate office equipment, and reach with hands and arms. The employee is frequently required to stand, talk and hear, and walk, sit, climb, balance, stoop, kneel, and crouch.

The employee must also be able to read and write, and follow oral and written instructions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions

While performing the duties of this job, the employee primarily works indoors. The noise level in the work environment is usually quiet to moderate.

Please submit a completed city application and resume to the Edith B. Siegrist Vermillion Public Library, ATTN: Daniel Burniston, 18 Church St, Vermillion, SD 57069 or if you have questions call (605) 677-7060.

City Application - <http://www.vermillion.us/vertical/Sites/%7B8BD61E4F-5987-4501-83EE-250AEA532A8F%7D/uploads/EmploymentApp2017.pdf>