

Library Clerk

Date Posted: July 16, 2018

Department: Public Library

Compensation: \$9.00/hour

Position type: Work-Study or part-time/seasonal hours

Hours: approximately 4-15 hours a week depending on availability

Deadline: Open until filled

The Edith B. Siegrist Vermillion Public Library is recruiting for Work-Study or part-time/seasonal hours through the end of the year. Our current summer Library Clerk positions will be ending between July 30th and August 15th.

Are you looking for evening and/or weekend hours for the Fall? Are you reliable and can be flexible when needed?

Typical shifts include Mondays through Thursdays 5pm-9pm, Fridays 2pm-6pm, Saturdays 9.30am-5pm, or Sundays 1pm-5pm depending on scheduling and availability.

Position Description

Job Summary

Performs entry level library customer service and clerical work with the circulation of library materials, handling of patron requests, shelving and filing. Our Library Clerk positions cover hours including 5pm-9pm Monday-Thursday, 2pm-6pm Friday, Saturdays 9.30am-5pm and Sunday 1pm-5pm.

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 this position.

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.
- 4) Ability to follow and apply the policies and procedures of the Edith B. Siegrist Vermillion Public Library.

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, 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 email to daniel.burniston@vermillionpubliclibrary.org. Please call (605) 677-7060 with questions.

City Application - <https://www.vermillion.us/documentcenter/view/44>