

Job Opening Part-Time Library Clerk

The Waynesville Library has a job opening for a **Part-Time** branch clerk.

Schedule will generally be Monday-Friday from 2:30– Close (either 6 or 7p.m.)
Occasional Saturdays from 8:30-1:00 will also be required.

The successful applicant will have the following skills, qualifications, and responsibilities:

Skills/Job Knowledge/Responsibilities

Ability to interact pleasantly, constructively, and cooperatively with library patrons and fellow library staff

Computer knowledge and skills; ability to troubleshoot patron computer issues and escalate as needed; typing approximately 40 wpm

Willingness and ability to learn library circulation system and all library systems

Shelve and shift library material, keep library looking neat and books in order on the shelves. Accuracy is of utmost importance.

Any other duties assigned by supervisor

Physical Demands

Perform bending, squatting, kneeling, and reaching from floor level to 6 feet in height

Routinely lift library materials weighing up to 40 lbs

Push and steer a fully loaded book cart

Education/Experience

High School Diploma or GED

Must be at least 18 years of age

1 year of public service experience preferred

Data entry and computer experience required

Please submit a resume to the Waynesville Library or emily@pulaskilibraries.org.

Pulaski County Library District

Job Description: Branch Clerk

ESSENTIAL FUNCTIONS

Observe and implement library policies and procedures
Correctly file, shelve, and shift library materials
Perform all circulation functions as scheduled
Provide patron assistance in library use
Provide patron assistance on library computers
Assist supervisor with library programs and activities

EDUCATION/EXPERIENCE

High School Diploma or GED
1-year public service experience
Data entry
Computer experience

SKILLS/JOB KNOWLEDGE

Ability to interact pleasantly, constructively, and cooperatively with library patrons
Ability to work as a team to complete tasks in a timely manner
Computer, office equipment, and keyboard skills; type approximately 40 wpm
Ability to complete tasks in a timely manner with accuracy
Excellent oral and written communication skills
Knowledge of reference resources and library services
Working knowledge of the library circulation system

RESPONSIBILITIES

Perform work duties in a pleasant, constructive, and cooperative manner
Shelve and shift library material, keep library looking neat and books in order on the shelves
Assist patrons with information and location of library materials and provide basic reference assistance
Monitor all computers for inappropriate behavior
Assist with library programs and displays as directed
Work scheduled hours determined by supervisor
Perform other related duties as assigned
Perform daily cleaning duties

CONTACT

Work closely with other branch personnel
Daily, regular public service contact
Telephone contact with patrons, other branches, and departments

PHYSICAL DEMAND

Perform bending, squatting, kneeling, and reaching from floor level to 6 feet in height
Routinely lift library materials weighing up to 40 lbs
Push and steer a fully loaded book cart

SUPERVISION

Supervised by Branch Manager and/or Library Director