**JOB POSTING**

**Job Description: Library clerk/shelving books**

**Hourly: 13 hrs/wk, $9.87/hr**

**Duties and Responsibilities:**

* Maintain the appearance and accessibility of the library collection for staff and patrons.
* Assist library staff with various tasks including check in and checkout of library materials, programs, and other tasks as assigned.

**Tasks:**

* Shelves library materials in the proper place in the time allotted
* Evaluates condition of materials and recommends for repair/weeding as necessary
* Assists in preparation of books for circulation, including covering books
* Assists patrons with check in and checkout of library materials
* Assists with library programs under supervision of library staff
* Maintains general appearance of library by straightening up and cleaning shelves
* Shelf reading to maintain organized collection
* Answers patron questions in person and on the telephone
* Maintain professional behavior appropriate to a public setting
* Maintain library confidentiality regarding patron records
* Other duties as assigned, including posting programs on outdoor sign

Works with circulation staff and director; no supervisory responsibilities.

**Necessary skills and abilities:**

* Ability to sort materials alphabetically or numerically and learn library shelving system
* Ability to deal appropriately with the public
* Ability to perform repetitive tasks accurately and efficiently
* Ability to accurately read written materials
* Ability to follow oral and written instructions
* Basic computer skills
* Ability to work independently and establish effective priorities
* Physical ability to lift up to 40 pounds; ability to push heavy book truck, ability to place materials on shelves above shoulder level and below knee level

**Schedule:** Somewhat flexible - would like someone to work 3 hrs. each day on Monday, Wednesday, and Thursday, and Saturday hours are 9-1 pm. Hours may be increased as necessary for Summer Reading Club, or other busy times of year.