



## 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.