



Job Description: Part-time Library Clerk

Job Summary and Responsibilities:

- Primarily providing excellent customer service to patrons from the circulation desk. Register patrons and issue new library cards; check items in and out; pull books for interlibrary loans; process Lakeland Delivery, overdue, missing and damaged items.
- Oversee condition of library materials, repair or clean as needed
- Assist patrons in person and by phone
- Enforce library policies consistently
- Prepare library materials with coverings
- Retrieve items from the outdoor drop box
- Collect money, count money to open/close the cash register
- Assist patrons with the copy machine, FAX machine, and computers
- Answer patron's questions as needed
- Return books to shelves
- Maintain library confidentiality regarding patron records as a high priority
- Clean and maintain library spaces at end of shift
- Perform other related duties as assigned
- Work with staff and director, no staff supervision responsibility

Necessary Skills and abilities:

- High School diploma or equivalent
- Ability to work with computers and learn new software applications
- Ability to deal appropriately with the public and other staff members
- Ability to accurately read written materials, and alphabetize
- Ability to follow written and oral instructions
- Ability to work independently and establish effective priorities
- Ability to perform detailed tasks correctly
- Physical ability to lift up to 40 pounds, ability to push heavy book trucks

Ten to fifteen hours per week. Hours include evenings, substituting for staff vacations, occasional Saturdays (9am -1pm). Compensation is \$12.50 per hour. Please submit a cover letter, resume, and three professional references along with a Leighton Township Job Application to Director Karen McKinnon via e-mail-karenm@leightonlibrary.org.

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