

HELP WANTED

LIBRARY CLERK

\$16.00 per hour

12 hours a week

Library Clerks are under the direct supervision of the Senior Library Clerk and the Library Manager for employment and staffing matters and under the direct supervision of the Library Director for all other matters.

As a clerk for the MDPL you will be directly assisting patrons to fulfill their library needs and performing routine library duties. The MDPL strives to offer professional interaction and pro-active customer service, anticipation of the needs of the patron.

Circulation Desk Duties:

- Checking items in and out to patrons
- Collecting and processing of materials from the Book Return
- Fulfilling hold requests from another library on the request manager
- Sorting of deliveries and then calling patrons when their items are available
- Assisting patrons in finding items within the library
- Registering patrons for Library cards
- Answering the telephone, transferring calls or taking messages
- Assisting patrons with computer use
- Making copies, sending faxes or sending emails for patrons
- Collecting payment and making change for book replacement, fines, copies, faxes and printers
- Keeping track of daily attendance, events, photos, computer usage
- Weeding the collection
- Shelf reading
- Other duties as assigned by the Library Director or Library Manager

Additional Duties:

- Check email daily and respond as necessary
- Daily grooming/straightening of shelves
- Empty garbage and take outside for weekly pickup
- Assist Library Manager and Senior Library Clerk with follow up phone calls/emails for programs
- In inclement weather, check walkways
- Attend scheduled meeting and staff trainings

Knowledge, Skills and Abilities: Ability to have appropriate communication with patrons and staff members. Ability to work in a team environment and also to productively work independently. Ability to learn library methods, techniques and tasks. Ability to pay attention to detail. Ability to work under pressure and coordinate multiple responsibilities simultaneously. Ability to complete tasks in a timely and professional manner. Ability to use logic, accepted practices and sound judgement to resolve problems. Ability to adjust to a variety of situations and display proper amount of flexibility to resolve said situations. Ability to be counted on to work as needed to achieve results and/or meet targets within reasonable time limits.

Computer Skills: Must demonstrate competency in computer use including internet, email and Microsoft Office Programs. Must be able to learn and become proficient with Library equipment and software programs as required to effectively and efficiently perform assigned duties. Must adhere to information security policies.

Physical Demands: The physical demands described below are typical and necessary to perform essential, daily functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Individuals may need to sit or stand for extended periods of time
- Manual dexterity to manipulate library materials required
- Ability to communicate orally and in writing effectively
- Work extended periods at the computer screen
- Reaching above shoulder heights, below the waist or lifting as required to shelve books, file documents and store materials throughout the work day.
- Ability to do repetitive tasks with speed and accuracy. Employee may need to parry, push, pull or lift up to 40 pounds.

Minimum Qualifications: Graduation from high school or possession of a high school GED.