

Position: Substitute Library Clerk

Classification: Limited part-time support staff, 2-3 Saturdays per month, 2-3 Fridays per month, and as needed

Starting Wage: \$12.00/hour

Description:

The Substitute Library Clerk is responsible for working on a rotating Friday and Saturday schedule several times per month and for filling in when needed during the week. Saturday hours will shift to weekdays in the summer. This position is responsible for front-line customer service while assisting with the day-to-day tasks of running the library. He or she must be able to work independently and in a team environment while being responsible with excellent attention to detail.

Library Services Specialist Responsibilities:

- Answer reference question in-person and via email or telephone
- Use the Intergrated Library System (ILS) to complete check-ins and check-outs along with other circulation activities
- Assist patrons with technology
- Reshelve materials
- Retrieve items from shelves for patrons
- Handle daily monetary tasks
- Prepare materials for courier
- Open and/or close the library
- Assist with programming and events as assigned
- Maintain a neat and tidy library
- Other duties as assigned

Education and/or Experience:

- H.S. Diploma or equivalent preferred
- Technologically proficient
- Customer experience preferred