



North Plains Public Library

On Call Library Clerk Position

The library has an immediate opening for an On Call Library Clerk.

PURPOSE OF POSITION

Performs customer service and clerical library duties such as checkin and checkout of library materials. Utilizes a library automation system. Shelves library materials. This position has no set weekly hours and assists with coverage for vacations, sickness and similar situations.

ESSENTIAL JOB FUNCTIONS

- Assists the public at the service desk, fielding questions and explaining policies in a courteous and timely manner;
- Checks materials in and out using an automated system;
- Explains library policy and procedures related to overdue items, fees, and equipment use;
- Inputs data to issue or revise patron library cards;
- Opens and closes the library;
- Utilizes a personal computer to compose documents and compile data;
- Receives and counts cash payments and makes credit card transactions;
- Maintains clean and orderly work areas;
- Keeps Library Director and others informed regarding work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and/or training sessions, and maintains currency in various aspects of technology such as e-book readers in order to keep up to date on principles, practices, and new developments to better assist library patrons.

AUXILIARY JOB FUNCTIONS

- May track library statistics and prepare reports;
- May order office and/or library supplies;
- May catalog periodicals, audio-visual items, books, and other media;
- May prepare materials for public use, including processing of new materials or repair of damaged materials;
- May prepare and perform storytime sessions;
- May participate in programs such as Summer Reading;
- May help plan and coordinate adult programs or special events;
- May process inter-library loan requests.
- May organize brochures, prepare displays, maintain the bulletin boards.

JOB QUALIFICATION REQUIREMENTS

Knowledge and Abilities

- Basic knowledge of public library operations, activities, principles, procedures, and activities;
- Knowledge of basic word processing and spreadsheet computer programs;
- Ability to exercise tact, initiative, independent judgment, and confidentiality consistent with library policy;
- Ability to deal effectively with distraught and/or difficult individuals;
- Ability to productively participate in a team environment;
- Ability to communicate effectively, both orally and in writing, and to understand and follow oral and written policies, procedures, and instructions;
- Ability to operate a personal computer;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to work within library ethics, the American Library Association Freedom to Read Statement and Library Bill of Rights, and to enforce the policies of the library.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee must possess mobility sufficient to reach, remove and place objects on book shelves. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required to operate a computer keyboard, calculator, and standard office equipment for over 50% of the work period. Clarity of speech, hearing, and vision, with or without reasonable accommodation, is required to enable the employee to communicate effectively with coworkers and the public.

WORKING CONDITIONS

The principal duties of this position are performed indoors in close quarters with other persons including children. There is infrequent exposure to outdoor conditions when retrieving returned books from the book drop.

SUPERVISORY RESPONSIBILITIES

Occasionally provides limited supervision to volunteers.

SUPERVISION RECEIVED

The work is performed under the supervision of the Library Director, and in the absence of the Library Director, under the direction of the Volunteer Coordinator.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma or equivalent. Preference will be given to applicants with previous library work experience.

FURTHER INFORMATION

For more information and for details on how to apply contact the Library Director at willw@wccls.org.