

Oglesby Public Library District

JOB DESCRIPTION

TITLE: Library Clerk/Assistant    SALARY REVIEW: Annually

CLASSIFICATION: Part-time, Non-Exempt    REPORTS TO: Library Director

Duties:

Assists patrons with basic information regarding use of library materials, reader's advisory, equipment, and services

Performs check-in and check-out functions

Collects fines and fees

Updates patron information in database

Orients new patrons to use of the library

Answers telephone and relays messages to appropriate staff

Performs opening and closing procedures when necessary

Performs tasks related to checking overdues and issuing overdue notices

Places calls to patrons for reserve materials

Answers directional questions and reference questions

Searches catalog and places holds for reserves and interlibrary loans

Shelve returned items and shelf read

Route and sort interlibrary loan, removing unclaimed holds

Assist processing new material

Attends relevant workshops and meetings as required

Copy-catalog materials if barcode certified by PrairieCat

Perform other duties as assigned to ensure quality service to patrons and efficient operation of the library

This list may not be in order of priority

Last modified: 07/22/2013

Qualifications:

- Minimum high school diploma or equivalent.
- Previous library experience desirable.
- Ability to work evenings and weekends.
- Must have pleasant and courteous manner, both in person and on the phone.
- Ability to learn integrated library system, operate office equipment, and perform assigned tasks with limited supervision.
- Willingness to learn computer operations.
- Ability to exercise tact, patience, and good judgment in dealing with the public.
- Ability to exercise initiative and make independent decisions.
- Ability to communicate effectively in English, both orally and in writing.
- Ability to stand for prolonged periods of time.
- Ability to bend, lift and carry up to 25 pounds.
- Ability to follow written and oral instructions.