

Library Clerk

Summary of job responsibilities

Provides circulation services to the public in a courteous manner and in accordance with Library policies and procedures. Duties include clerical work of a technical and routine nature. Requires knowledge of library policies and procedures, good judgment and common sense, and basic computer literacy; some performance of collection maintenance; and the ability to effectively work with the general public and library staff. Other tasks, projects and duties as assigned.

Examples of work

- Performs opening and closing procedures and circulation functions including check-in, check-out, and patron holds
- Performs tasks related to finding, sorting, and routing interlibrary loans and removing unclaimed holds
- Greets patrons, answers the phone, and relays messages to appropriate staff
- Assist with patron directional, general reference, and readers' advisory questions
- Adds new patrons and orients them to all library functions; searches for items and directs patrons in library
- Issue and/or update patron information for library cards
- Troubleshoots minor computer and printer problems for patrons
- Assist and instruct patrons in using virtual resources to best of ability
- Shelve library material accurately; shift books on shelves as needed; and help create, stock, and publicize displays
- Do shelf reading and general straightening to maintain a clean and organized library
- Performs tasks related to checking overdues and issuing overdue notices
- Collects fines, fees, and donations and keeps payment records
- Attends occasional workshops, meetings, or online training, sharing information with co-workers
- Suggest programs and book requests to Library Director based on patron interests
- Assists in program setup, records numbers of program attendees
- May supervise volunteers
- Cooperates as a team member with all library staff in performing other duties essential to efficient library operations

Essential Knowledge, Skills, and Abilities

- Enthusiasm, energy, accuracy, organization, and service-orientation
- Understand and follow common security rules and procedures
- Ability to work independently, to be quick and accurate, and to remember new procedures
- Computer literacy (able understand and use the Internet, Microsoft Word, and electronic mail)
- Ability to learn library-specific computer operations and operate office equipment
- Ability to learn and use basic reference techniques and to exercise tact, patience, and good judgment in dealing with the public
- Ability to follow written and oral instructions
- Some experience and genuine enjoyment in working with patrons of diverse ages and ethnicities
- Dependable and flexible with regard to hours (evenings and occasional weekends)
- High school diploma or GED equivalent required

Physical demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is regularly required to talk and hear. The employee must regularly retrieve from and replace books and files on high and low shelves. The employee must occasionally lift up to 25 pounds and/or push carts up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Typing on a computer keyboard and interacting with computer screens are required.

Marketing Coordinator

Summary of job responsibilities

Helps build awareness in the community for library programs, services, and collection to increase patron engagement. Uses all methods of advertising, social media, and community contacts to advertise the library. Requires knowledge of library policies and procedures, good judgment and common sense; some performance of specialized collection maintenance; and the ability to effectively work with the general public. Other tasks, projects and duties as assigned.

Examples of work

- Provides circulation services as needed when acting as a Library Clerk
- Works with Library Director and staff to plan, promote, and publicize library services, materials, and events
- Designs and produces publicity materials for the library – monthly newsletter, brochures, fliers, signage, and other informational resources
- Administer and upkeep the library's virtual presence via website and social media tools
- Assist in preparing various library displays
- Able to become barcode certified by PrairieCat to be a backup cataloger
- Works with Library Director to develop and implement a marketing plan which supports the strategic plan of the library and heightens community awareness, understanding and engagement with library service, programs and resources.
- Occasionally may attend meetings of community organizations in order to identify resources and services that respond to the needs and interests of the community
- Cooperates as a team member with all library staff in performing any duty essential to efficient library operations

Essential Knowledge, Skills, and Abilities

- General knowledge and experience of customer service, time management, organizational skills, community relations, and publicity techniques
- Strong English grammar skills
- Enthusiasm, energy, accuracy, organization, and service-orientation
- Understand and follow common security rules and procedures
- Ability to work independently, to be quick and accurate, and to remember new procedures
- Computer literacy (able understand and use the Internet, Microsoft Word, and electronic mail)
- Ability to learn library-specific computer operations and operate office equipment
- Ability to learn and use basic reference techniques and to exercise tact, patience, and good judgment in dealing with the public
- Ability to follow written and oral instructions
- Some experience and genuine enjoyment in working with patrons of diverse ages and ethnicities
- Dependable and flexible with regard to hours (evenings and occasional weekends)
- High school diploma or GED equivalent required

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