

Position: Substitute Library Clerk

Classification: Limited part-time support staff, 1-2 Saturdays per month, 1-3 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. 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