

LIBRARY CLERK
SHERRILL-KENWOOD FREE LIBRARY

JOB DESCRIPTION: SKFL is looking for a part-time clerk to join our team. This person will work at the circulation desk performing routine library clerical duties necessary for the proper organization and distribution of library materials. This job requires attention to detail, the ability to work independently and with others, multi-tasking, and most importantly strong customer service skills.

No prior knowledge of library procedures is required; on the job training is provided.

THE LIBRARY CLERK PERFORMS THE FOLLOWING ACTIVITIES:

- All circulation duties: included but not limited to checking items in and out, pulling holds, processing materials, registering patrons, collecting fines, shelving and shelf maintenance.
- Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning and/or organizing tasks.
- Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
- Provides reader's advisory, reference and other patron assistance service.
- Follows and carries out SKFL policies and procedures.
- Assists staff in overall library functions and programs.
- Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent customer service and communication skills.
- Familiarity with computers, email, internet, etc. and ability to troubleshoot basic technology issues.
- Interest in library materials and library events.
- Ability to understand and follow oral and written instructions.
- Ability to work with diverse patrons.
- Public library work experience preferred.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a high school equivalency diploma.
- While performing the duties of this job the employee is frequently required to reach, stand, walk, sit, talk, and hear. The employee is occasionally required to kneel, crouch and lift up to 20 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

HOURS & COMPENSATION:

This position will typically work 10-15 hours bi-weekly, with regular evening and weekend hours. Starting pay is \$15.00 an hour.

TO APPLY:

Please send a letter of interest and résumé to cbrewer@midyork.org by Friday, June 7, 2024.