

Library Clerk

The Library Clerk works directly with patrons, visitors, and staff. They are responsible for front desk circulation, opening/closing duties, maintenance of library materials, and provide excellent patron support. The Library Clerk reports to the Library Director and assists with routine tasks that contribute to the day-to-day operation of the library including programs, services, and special events. The Library Clerk is familiar with the Policy & Procedures Manual. This position requires lifting, pushing, and pulling 25lbs or more.

Clerical Duties including but not limited to:

- Reader advisory utilizing SirsiDynix WorkFlows and STARCat; familiarity with the collection, programs, services, visitor information, and resources.
- Collection maintenance and development; may include cataloging.
- Circulation tasks: checkouts, discharges, processing holds and transit, new user registration and user profile maintenance; answering the phone, registering patrons for programs, receiving packages, etc.
- Process item and monetary donations.
- Track and enter daily stats and other reports as assigned.

Technology Support including but not limited to:

- Assist patrons with internet access and navigation.
- Computer and printing assistance and maintenance as needed.
- Troubleshoot technological issues for patrons and staff.
- Be familiar with and assist patrons with STARCat, Libby, and additional digital resources.
- Microsoft Outlook, Word, Excel. May use Canva, WordPress, social media as assigned.

Professional Development:

- Participates in professional development as assigned to maintain knowledge related to library services.

Volunteer Support:

- Oversees the volunteers with guidance from the Library Director.
- Assists with the creation, planning, and assigning of volunteer tasks, projects, and scheduling.
- Provides training, guidance, and support to volunteers.

Revised 03/27/2024