

Library Clerk Job Description

Job Title:	Library Clerk
Status:	Part-Time
Direct Supervisor Title:	Library Director
Supervision:	None
Travel:	0%
Update date:	June 28, 2024

Job Summary:

The Library Clerk works under the supervision of the Library Director. They are responsible for providing excellent customer service to library the community, performing clerical tasks, and assisting with the organization and maintenance of the library's resources. The position requires attention to detail, good communication skills, and a passion for promoting reading, knowledge, and learning within the community.

General Duties/Responsibilities:

The following duties are standard for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.

Customer Service

- Assist the community with locating materials, using the library catalogs, research materials and answering general inquiries.
- Check out and check in library materials using the library's systems.
- Issue library cards and explain library policies and procedures.
- Handle account inquiries, including fines and renewals.

Clerical Duties

- Shelf returned books, periodicals, and other materials in the correct order and location.
- Maintain the organization and cleanliness of the library.
- Perform data entry and maintain accurate records of library inventory and circulation.

Support Services

- Assist with library programs and events, including setup and teardown.
- Provide basic technical support to the community using library computers and other resources.
- Participate in special projects and other duties as assigned by the Library Director.
- Work collaboratively with City personnel to coordinate work activities and achieve objectives.

The above list of functions is not exhaustive and may be supplemented as necessary by the Library.

Education and Experience:

Any combination of training and experience equivalent to:

- High School Diploma or equivalent GED.
- Communication and interpersonal skills.
- Previous experience in a library or customer service environment is a plus.
- Organizational and time management skills.
- Computer proficiency, including familiarity with Microsoft Office Suite.

Schedule:

- Part-time at 12 hours a week including Saturdays.

Working Conditions:

- This position involves regular interaction with the public in a library setting. Work is performed indoors.
- Physical ability to lift and carry 40 lbs. on a regular basis, and to stand, walk, and reach for extended periods. The role includes physical tasks such as shelving books and moving library materials.
- Physical Communication: The ability to communicate including talking, hearing, and listening and exchanging communication. Bilingual in English and Spanish a plus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Weiser is an Equal Opportunity Employer including Veterans/Disabled and other protected categories.

If you have any questions about the job description, contact the Library Director.

**Weiser Library
628 E 1st St
Weiser, Idaho 83672
208-549-1243**

Individuals with questions or asking for an accommodation on the job duties, please contact the Human Resources department at City Hall:

**City Hall - City of Weiser
55 West Idaho Street
Weiser, Idaho 83672
208-414-1965**