

POSITION OPENING

Library Clerk/Page

Permanent part-time approximately 20 hours per week. Saturdays on a rotation basis.

The West Branch District Library is looking for a library clerk.

The perspective candidate will have a high school diploma; any college is a plus. Library experience will also be a plus. This position entails working with the public. Must have computer skills and ability to assist patrons on their electronic devices a must. Must be able to lift at least 40 pounds and have good organizational skills. Good oral and writing skills. Ability to work with a wide variety of people. A more detailed list of duties is listed below.

Interested candidates please drop a copy of your resume off at the front desk or email to jsheridanwbdlibrary@gmail.com

JOB DESCRIPTION-LIBRARY CLERK

Permanent Part-time: 15 to 20 hours per week

Reports to Senior Clerk Status: Non-Exempt

Summary of Duties:

The Library clerk performs various duties as assigned in the day-to-day operation of the library. The primary function of this position is direct customer service. Additionally, may be responsible for assisting with special programs, displays or events.

Desired knowledge, skills and abilities:

Must be able to work with others.

High school graduate, some college preferred.

Ability to pay attention to detail.

One year of customer service experience.

Successful completion of a 90-day probationary period.

Good oral and writing skills.

Good computer, keyboarding, word processing, database, internet and technology skills a must.

Be physically able to perform the essential functions of the job with or without reasonable accommodation.

Able to count money and use basic cash register functions.

Proficient in the English language with ability to understand and follow written and oral instruction.

Assist in library programming.

Other duties as may be required.