



Job Posting

Position Title: Library Clerk 1	Hourly Pay: \$11.25	Hours Per Week: 12-18 Work hours are varied, including evenings and weekend
Posting Start Date: 1/8/2021		Posting End Date: Until Position is Filled
Application Process: Please submit a cover letter, resume and application to: Library Business Office Specialist, DeWitt District Library, 13101 Schavey Road, DeWitt, MI 48820 or via e-mail at mlitos@dewittlibrary.org .		

JOB SUMMARY

This position performs a variety of services for patrons of all ages, addressing and performing both clerical duties and basic information services.

DUTIES AND RESPONSIBILITIES

1. Checks materials in and out; locates paged items; notifies patrons of arrivals.
2. Counts, balances and records monies received through the circulation function.
3. Adds brief item records when needed and updates and replaces periodical publications including daily newspapers and weekly/monthly magazines.
4. Responsible for collection maintenance duties: sorts and shelves library materials; empties book drop; shelf-reading; shifts materials; cleans, dusts and inspects library materials for damage; discards and repairs library materials.
5. Receives, inputs, sorts, processes, and/or counts library materials, patron registrations and other applications and/or forms.
6. Searches collection for overdue materials.
7. Answers the telephone; fields questions commensurate with skill level; relays messages to appropriate individuals.
8. Assist patrons with routine material location questions referring to other staff members as needed; assists patrons with looking up materials on the computer and instructs patrons in the use of library equipment and technology.
9. Performs hold management to include MeLCat and hold shelf maintenance.
10. Operates standard library equipment such as copiers, microform machines, cash registers and on-line computer systems.
11. Performs various procedures prior to closing the library each day i.e. turning off lights, checking exit doors, straightening chairs and picking up materials from tables, etc.
12. Performs other duties as assigned.

JOB REQUIREMENTS

1. High school diploma or GED required.
2. Previous work experience in a library or retail setting preferred.
3. Basic clerical skills including computer and telephone skills.
4. Interpersonal and communication skills for interaction with staff and customers in a highly effective and courteous manner.
5. Sufficient keyboarding/PC skills to effectively access information on the computer.
6. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
7. Basic mathematical skills necessary for routine calculations.
8. Knowledge of popular culture and various genres of material in the library collection preferred.
9. Ability to work with general supervision and adhere to established policies and procedures.
10. Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, deliver materials curbside in varying weather and temperature conditions and lift/carry materials and delivery bags weighing up to 40 pounds.
11. Ability to travel between work locations and related places of business as needed.

WORKING CONDITIONS

1. Generally will work within a normal office environment. Must work outside for short intervals with possible discomfort due to varying weather and temperature conditions.
2. Requires occasional travel for meetings and conferences.
3. Work hours are varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

This information is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.