

THE FLAT ROCK PUBLIC LIBRARY IS LOOKING FOR A PART TIME LIBRARY CLERK.

JOB TITLE: LIBRARY CLERK JOB

CLASSIFICATION: PART-TIME; NO BENEFITS

HOURS: FLEXIBLE SCHEDULED AS NEEDED -- LIBRARY /HOURS ARE CURRENTLY MONDAY - FRIDAY 10-6 SATURDAY 10-2

SALARY RANGE: MINIMUM WAGE/HOUR

FOLLOW LINK FOR POSITION DESCRIPTION: [HTTPS://WWW.FRLIB.ORG/ABOUT-US/EMPLOYMENT-OPPORTUNITIES](https://www.frlib.org/about-us/employment-opportunities)

TO APPLY PLEASE FILL OUT APPLICATION ON WEBSITE AND FAX TO [734-789-8265](tel:734-789-8265), EMAIL TO: director@frlib.org OR CALL [734-782-2430](tel:734-782-2430) FOR MORE INFORMATION.

**FLAT ROCK PUBLIC LIBRARY
POLICY & PROCEDURE**

Section: 6.4
Policy: Job Descriptions
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Reviewed: _____

**LIBRARY CLERK
(Circulation, Receptionist, Technical Services, Interlibrary Loan)**

TYPICAL RESPONSIBILITIES OF POSITION:

Under general supervision of the Operations Manager, performs advanced clerical work, public service work, technical service work, request/interlibrary loan work, services library patrons directly or indirectly, and other library work as required.

ESSENTIAL FUNCTIONS:

1. Performs circulation desk procedures, such as checking-in and checking-out materials, registering patrons, collecting fines, and answering the telephone
2. Assists patrons with mechanical operations of library equipment
3. Answers directional questions and refers patrons to appropriate personnel
4. Requests interlibrary loan materials and maintains interlibrary loan files
5. Checks in deliveries of interlibrary loan and request materials
6. Performs copy cataloging/enters library holdings in computer database
7. Processes, withdraws, repairs, or reconditions library materials
8. Assists with collection maintenance
9. Assists with library programs and displays
10. Performs other related work as required

KNOWLEDGE AND ABILITIES:

1. Considerable knowledge and understanding of basic library principles, and ability to apply them to library operations
2. Ability to communicate effectively with staff and public and maintain effective public relations
3. Ability to understand library policies and procedures and apply them to library operations
4. Keyboarding and filing ability
5. Ability to use computer software and manage computerized files including library automation system
6. Ability to operate library business machines properly, which will require knowledge of databases and search methods
7. Working knowledge of English grammar and spelling
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education experiences

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing and stooping
2. Bending/twisting and reaching
3. Talking and hearing, use of telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying 50 pounds or less
6. Handling: processing, picking up and shelving books
7. Fingering: typing, writing, filing, sorting, shelving, and processing
8. Pushing and pulling; objects weighing 60-80 pounds on wheels
9. Mobility; travel to meetings and vendor visits outside the library
10. Ability to stand for long periods of time
11. Ability to use a computer for long periods of time

MENTAL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information both in written and oral form
2. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator, and advanced calculations with a calculator
5. Time Management: set priorities in order to meet assignment deadlines

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment
2. Flexible work hours; frequent evening and weekend hours
3. Smoke-free facility

EQUIPMENT USED:

Computer terminal, library automation system, typewriter, calculator, copy machine, fax machine, CD-ROM disc drives, computer, printer software programs microfilm/fiche reader, change machine, telephone, cash register, printing equipment, audiovisual equipment, building security system, and other equipment as added or required.

EDUCATION AND EXPERIENCE:

Required:

1. High School Graduation or GED

Desirable:

2. Keyboarding and general office experience
3. Two or more years of public library experience
4. Two or more years of technical services or interlibrary loan experience for those specific positions
5. Library automation system experience

Flat Rock Public Library provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.