

The Southgate Veterans Memorial Library has an opening for a Library Clerk. The position will consist of up to twenty-eight (28) hours each week, with evening and Saturday availability required. No prior experience or knowledge of library practices is required, though public service experience is preferred. A high school diploma or equivalent is required. Compensation will be \$9.65/hour. Applications can be picked up at the Clerk's Office in City Hall, and returned there, or to the library. They are also available at

<https://www.southgatemi.org/residents/employment.php>

The library clerk is, under supervision of the Library Director, responsible for assisting the public with library services, including circulation, registration, library policies and procedures, use of library equipment, and technical support. They perform other tasks as required to support library operations.

Duties

1. Performs circulation tasks, including placing and processing item holds.
2. Sorts and shelves library materials in alphabetical and numerical order, according to the library classification system.
3. Maintains accuracy and neat appearance of materials on the shelves, material racks, and displays.
4. Answers in-person and telephone questions, referring patrons to other staff when appropriate.
5. Advises patrons regarding library policies and procedures.
6. Prepares or repairs library materials.
7. Assists library users in the use of library facilities and equipment.
8. Prepare library for opening and closing.
9. Performs other related duties.

Knowledge and Abilities

1. Ability to communicate effectively with staff and public.
2. Ability to understand and perform routine library procedures.
3. Ability to work with tact, courtesy and a friendly attitude.
4. Ability to sort effectively in alphabetic or numeric order according to the Dewey Decimal system.
5. Ability to maintain a regular work schedule, including some nights and Saturdays.
6. Ability to follow detailed written and oral instructions.
7. Ability to work independently in an efficient manner to complete assigned tasks.
8. Basic knowledge of computer hardware and software as they relate to library applications (i.e., the Internet, e-mail, search engines, and word processing).

Physical Demands

1. Frequent standing and walking; occasional balancing, bending, twisting, and stooping.
2. Handling, processing, picking up and shelving materials, including kneeling to reach bottom floor-level shelf and reaching overhead to shelve books weighing several pounds.
3. Sitting and computer keyboarding.
4. Speaking and hearing; ability to use the telephone.
5. Lifting and carrying up to 20 pounds.
6. Pushing and pulling objects up to 60-80 pounds on a wheeled cart.

Mental Requirements

1. Ability to comprehend and follow oral and written directions.
2. Ability to effectively communicate questions, ideas and information.
3. Time management skills sufficient to set priorities in order to meet assignment deadlines.
4. Ability to recognize confidential data and keep it confidential.

Equipment Used

Computer, printer, barcode scanner, copy machine, fax, telephone.

Work Environment

1. Must be able to work a varied schedule, including evenings and weekends.
2. Interruptions can be frequent. However, work is mostly performed in a relatively quiet library environment.

Qualifications

1. Possession of a high school diploma or equivalent.
2. Work experience in a public service setting is preferred.