

**Job Title:**

Library Clerk I

**FT/PT:**

Part Time

**Schedule:**

Monday 8:45am-5pm, Wednesday 4pm-8pm, Thursday 2pm-6pm, and alternating Saturdays 8:45am-5pm.

**Salary:**

\$13.00/hr.

**Position Description:**

The Silvis Public Library is seeking a team member who is dedicated to excellence in service and is passionate about serving a diverse community.

This position is responsible for assisting patrons in the use of the library, its materials, services and electronic resources; pre-processing of library materials; shelving of library materials; and Circulation Desk responsibilities. Excellent organizational skills, knowledge of Microsoft Office, and the ability to handle multiple tasks effectively are also necessary. Library experience preferred, but not required. \$13.00 per hour, based on experience. Equal Opportunity Employer.

Please submit cover letter and resume via email to [afry@silvislibrary.org](mailto:afry@silvislibrary.org). Position will remain open until filled.

**Library Clerk**

**Job Summary** - Assist patrons in the use of the library through circulation of library materials using an automated circulation system, library card registration, and general patron assistance. Provide competent and clear support services over the phone and at the circulation desk. Maintain library collection by shelving materials, keeping shelves in order, and cleaning audiovisual materials.

**Reports to:** Director, Assistant Director, Circulation Manager

**Principle Responsibilities and Duties**

1. Perform full range of circulation desk duties including issuing library cards, checking materials in and out, placing materials on hold, collecting fines, answering the phone, and shelving materials.
2. Assist patrons in the use of the library, its materials, services and electronic resources.
3. Process inter-library loan (ILL) requests.
4. Input patron records from library card applications.
5. Clean and maintain the Audio-Visual Collection.
6. Pre-process new library materials, if applicable.
7. Maintain clean, tidy library by straightening tables, chairs, and material on shelves each work shift.
8. Record and coordinate use of Library Program Room and Quiet Rooms.
9. Be comfortable with and efficiently use the online public access catalog (Encore OPAC). Be able to explain, demonstrate and assist patrons in use.
10. Effectively use library equipment – copier, scanner, DVD/CD polisher. Demonstrate professional telephone use and etiquette.
11. Return material to the shelves, keep items in order, and face shelves.
12. Uphold library policies and established procedures.
13. Uphold all confidentiality rights of the patron.
14. Attend staff meetings.
15. Be able to lift up to 20 lbs. consistently.
16. Other duties as assigned.

**Knowledge, Skills and Abilities**

1. Knowledge of basic computer operations and Microsoft Office Suite. Ability to learn automated circulation system
2. Knowledge of eBook readers
3. Basic research skills, ability to navigate and search the internet
4. Understanding of library shelving system, Dewey Decimal System
5. Ability to lift 20 pounds, push a cart of books, bend and stoop
6. Good communication skills, ability to answer questions effectively
7. Ability to remain calm in difficult situations
8. Ability to use general office equipment

**Experience:**

1. Some clerical work experience, use of computers
2. Customer service experience, preferably in a library setting