

# Lindsborg Community Library

**Position/Job Title:** Library Clerk

**Reports To/Supervised By:** Library Director

**Fair Labor Standards Act Status:** Non-exempt

**Hours:** Part-Time; 2-7 PM Mondays and 2-6 PM Thursdays weekly, 10AM – 2PM Saturdays as scheduled

## **Essential Duties and Responsibilities:**

- Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, and shelving.
- Provides reader's advisory, reference, and other patron services.
- Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
- Maintains up-to-date knowledge of Sunflower e-Library and issues surrounding the use of e-materials.
- Assists with processing and repair of library materials.
- Assists with inventory, collection maintenance, and displays.
- Cleans books and book shelves to maintain neat, orderly collections.
- Performs closing and opening duties as assigned.
- Participates in staff meetings as scheduled to discuss and resolve problems, contribute ideas for improvement, and keep updated on Library plans and activities.
- Other duties as assigned.

## **Required Knowledge and Abilities:**

- Ability to communicate effectively, verbally and in writing.
- Ability to maintain confidentiality of records.
- Skill in operation of necessary tools and equipment, including but not limited to computers utilizing both Windows and Apple operating systems, Internet and Internet sites related to job functions, printer and photocopier, and telephone.
- Ability to establish and maintain positive and effective working relationships with co-workers, supervisors, and the public.
- Training over specific library systems will be provided upon hiring.

**Required Physical Demands:** Physical demands include but are not limited to the ability to shelve books and move easily around the Library. Must be able to tolerate all types of dust. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**Minimum Qualifications:** High school diploma or equivalent.

*This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as necessary.*

*Job Opening posted 10/15/18*

*Applications due 10/22/18*