

Revised Part Time Library Clerk Job Description 7/26

Responsibilities and Duties (If hired, you will be trained in the library tasks listed below.)

- Complete assigned duties by Library Director at each shift/ Communicate with Library Director on task note on Desktop of computer and/or via email each shift
- Open and Closing Duties
- Circulation Desk (check in, check out, holds que, making holds, Keep Daily Tally, etc.)
- Shelving materials
- Shelf reading
- Supervise volunteers on shift
- Creating book displays when assigned by Director
- Knowledge of computer procedures/helping patrons with technology
- Change outside signs when assigned
- Daily lists for your shift will be left by the Director. Please follow the list top to bottom. If you cannot complete a task on the list, please leave a note regarding that.
- Ongoing projects as assigned
- Scheduled hours for work are provided by the Library Director at least 2 weeks in advance. You will not be paid any hours scheduled outside of these hours unless approved by the Library Director ahead of time, no matter the nature. The shift begins and ends at the scheduled times and you will not be paid if you arrive early or stay later. Ex. Your shift starts at 2 pm and you decide to come at 1pm to prepare for your shift. You would not be paid for that hour, because you were not on the schedule for that time. We expect employees to arrive right when their shift begins. (In this example it would be 2 pm) Patrons do not mind waiting a few minutes for you to open. It is the same with closing, if you are scheduled to close at 6pm, begin giving patrons warning 15 minutes before closing time and start to shut down. In this case, it would be 5:45 and you would announce “The library is closing soon. If you would like to take out items, it would need to be within the next 5 minutes.” Then continue closing the library. You should be ready to leave at the close of the shift. (In this example, 6pm)
- For sick time, switched shifts and unplanned absences: start the phone tree to get coverage with other clerks and then alert the Library Director to any changes by email or phone message. If you cannot find coverage, then contact the Library Director for help.
- Vacation requests need to be given two weeks in advance.
- On the days that you are scheduled for work, you are not to be in the library until ten minutes before your shift begins.
- Chairperson can request a note from the Dr. if you call out for illness.
- Clerks should only communicate with the Director and Chairperson about issues concerning the library.
- There are no paid vacations, sick time, personal days, benefits or holiday time for this position.
- Anything that is purchased by employees for the library needs to be approved by the Director or Chairperson in order to be reimbursed.
- When scheduled for a shift, your main focus should be completing the assignment that has been left for you, please limit conversations with patrons.
- This job will never become full time so please do not have that expectation.

Qualifications

- High School Diploma or equivalent
- Computer Skills
- Excellent customer service
- Ability to lift 20 pounds
- Flexible scheduling

The starting pay is determined by the Board of Trustees and will not go lower than minimum wage.

Employment evaluations will happen at three months, six months, and then annually and take place with the Library Director and Chairperson. Any concerns, questions or issues that arise while on the job are presented to the Library Director. The Library Director works with the employee to find a solution and if they cannot find a solution, the concerns are then brought to the Trustees.

HOURS SCHEDULED

Once a month first Wednesday of the month 4 hours 2-6PM and as needed for staff to have their hours covered. As well as Fridays 2-7PM.

Signature of Employee: _____ Date: _____

Signature of Library Director: _____ Date: _____

Signature of Chairperson: _____ Date: _____

Signature of Employee that they have read the Library Policies: _____ Date: _____