# **Oscoda County Library**

**Job Description: Library Clerk, Regular Part-Time**

**Salary Range:**

**Position Summary:** Under the supervision of the Library Director the Library Clerk provides a wide variety of basic public, technical and clerical services including information and reference service, reader’s advisory, circulation services and administrative support.

**Duties:**

1. Maintains all Library reports and supply requested information to Library Director in a timely manner.
2. Accurately accessing and inputing patron information.
3. Performs circulation desk duties, including greeting patrons, checking in and out Library materials, registering new patrons, collecting fines and shelving books.
4. Processes interlibrary loan requests, including loading and unloading daily courier containers.
5. Adheres to policies and procedures of Oscoda County Library and explains/interprets policies to Library patrons.
6. Creates displays as space allows.
7. Supports and promotes Library programs and literacy in whatever manner appropriate for the Library.
8. Promotes computer literacy and assists patrons with Internet searching.
9. Promotes the use of our online catalog and assists patrons in placing holds.
10. Continues to improve computer skills and attends training workshops as appropriate.
11. Attends Library meetings as scheduled.
12. Performs nightly reconciliation of money and receipts.
13. Maintains Library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning and/or organizing tasks.
14. Provides reader’s advisory, reference and other patron assistance service.
15. Maintains up-to-date knowledge of Overdrive and issues surrounding the use of e-materials.
16. Assists with processing and repair of Library materials.
17. Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on Library plans and activities.
18. Assists with opening and closing duties.
19. Attends continuing education classes and/or webinars that are relevant for position.
20. Assists with special projects, events and outreach.
21. Maintains the holds shelf.
22. Performs other related duties as requested by the Library Director.

**Knowledge, Skills, Experience, and Training Needed:** Position requires High School diploma or equivalent and/or prior Library work experience. Computer proficiency and the ability to work well with the public is required. A valid driver’s license is required. Knowledge of the community in which the Library is located and an understanding of the true nature of rural and/or small communities and their libraries is helpful. Other training as requested.

**Supervisory Function:** None.

**Environmental Conditions:** General office environment with frequent public contact. Majority of this position is inside. Occasional travel to workshops out of the immediate area may be required. Must be available for some Saturday or evening working hours.

**Physical/Mental/Visual Effort:** Requires standing, sitting and bending for periods of time. Some lifting required. Periods of sustained computer work required. Fingering: keyboarding, writing, filing, sorting, shelving and processing.

**Tools and Technologies Used:** Knowledge of typing, calculator, copy machine, computer, television, VCR/DVD player, Internet. Specific software includes; Microsoft Office Suite, Library automation software, and interlibrary loan software.