

The DeMary Memorial Library has a part-time position available for a friendly, detail-oriented Circulation Clerk. This position is up to 19 hour per week, with a desired availability Thursdays and Fridays 10:00am- 7:00pm. Starting pay is \$11-\$13 per hour DOE. Applications are available at the library.

Duties include:

- Perform circulation desk duties, including greeting patrons, answering phones, checking in and out library materials, registering new patrons, collecting fees, and shelving books.
- Maintain library public areas in a clean and orderly fashion by ensuring orderly shelves, refilling displays, and performing light cleaning and/or organizing tasks.
- Provide reader's advisory, reference, and other patron assistance services.
- Work proficiently with basic computer software and the automated circulation system specifically.
- Assist patrons with computer use and troubleshoot basic computer and office equipment problems.
- Assist with special projects, events, and outreach.
- Other duties as assigned.

Education/Qualification:

- Some experience working in a library setting preferred.
- Good knowledge of clerical practices.
- Good knowledge of the English language.
- Good understanding and skill in using alphanumeric order.
- Proficiency in typing and use of basic computer software.
- Ability to use standard office equipment, including printer, scanner, and cash register.
- Good ability to understand and follow written and oral instructions.
- Excellent attention to detail.
- Ability to establish and maintain effective working relationships with library staff and the general public.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Some college preferred.
- Bilingual preferred.

Successful applicants will have:

- Excellent time management skills, including the ability to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Motivation and drive to learn and stay current with emerging technology, including digital media.
- Ability to communicate effectively with others, orally and in writing, including through email.

- Ability to establish and maintain effective working relationships with co-workers, patrons, community organizations, volunteer groups and to serve the public courteously.
- Ability to work with diverse populations, including individuals with disabilities or cultural differences.
- Ability to lift and carry boxes of books weighing up to 40 pounds.
- Must be available to work evenings and occasional weekends.
- Must possess physical mobility involving standing for periods of time, bending, lifting, and getting down on the floor.
- Must be able to pass a background check.