

## **Position Description**

**Title: Library Clerk (Part-Time)**

**Mississippi Valley Library District**

**Rvsd. March 2019**

- I. **Job Purpose:**  
Provides support to the circulation desk personnel by performing various clerical tasks to assist in the delivery of public service.
  
- II. **Essential Responsibilities**
  - Sorts and shelves library materials in proper sequence, in accordance with performance standards, so materials are available for customer and staff use.
  - Prepares library for opening and closing.
  - Assists in the location and retrieval of specific titles in order to fill customer needs.
  - Assists with the general maintenance and appearance of the collection so materials are in good condition and order for customer use.
  - Answers phones and routes calls as necessary.
  - Assists with library programs and displays.
  - Performs any duties assigned by library staff in assigned work area.
  
- III. **Supervised By:**  
Receives general supervision from the Circulation Supervisor.
  
- IV. **Performance Measure Criteria**
  - Proactive and friendly customer service.
  - Professional appearance and demeanor.
  - Dependability.
  - Excellent oral and written communication skills.
  - Ability to work cooperatively.
  - Ability to pay attention to detail.
  
- V. **Minimum Requirements**  
High School Diploma or GED required. Associate's degree or BA is preferred; Previous library work in an automated environment strongly preferred; Must possess a commitment to a high level of public service; Ability to bend very low and reach very high shelves when re-shelving or pulling library materials; Ability to lift a minimum of 25 lbs.; Ability to push a full cart of books and other library materials; Ability to stand for up to eight hours per shift; Ability to operate various types of library equipment; Ability to use a PC, word processing, and email.
  
- VI. **Beginning Salary**  
Schedule includes day, evening and weekend hours and averages approximately 17-18 hours per week, with a maximum of 1,000 hours per calendar year. Beginning salary is \$11.00 per hour.

To apply for this position, please submit a resume, cover letter, and three professional references to Jeanna Ryner, Executive Director, at [jeannar@mvlid.org](mailto:jeannar@mvlid.org).