



Job Title: Library Clerk (Part-Time)

Supervisor: Library Director

Pay: \$12.50

FLSA: Hourly

Location: 1710 Sam Houston, Liberty, Texas 77575

Duties and Responsibilities

Overview: Under general supervision, the Library Clerk is responsible for providing assistance to patrons, repairing materials, checking-in materials and making them ready to be checked-out again; shelving books; maintaining the library scrapbook filing back issues.

Essential Job Functions: Backs up circulation desk; checks out materials; issues new library cards; renews library cards; replenishes library card supplies; takes fine money and rings it up in the cash register; assists patrons with locating materials; looks up bibliographic information for patrons; locates forms for patrons; assists patrons with computers, printing, copying, and faxing; Scans in, disinfects and carts returned materials; shelves materials; removes back issues of periodicals and boxes them in chronological order upstairs; assists the Technical Services Clerk with overdue accounts; counts new and renewed library cards, checks patron accounts for accuracy, files patron cards monthly; prepares patron statistical report monthly for director; repairs damaged books: replaces worn covers, mends torn pages, repairs spines and laminates new paperback book covers; makes books ready for circulation; files shelf list cards; assists with removing weeded materials from automation system; balances cash register when needed; reads shelves for Dewey order; assists with weeding and inventory; sorts through donated books, carts them for the director's perusal and prepares thank you cards for donors; updates the library scrapbook: makes copies of library articles in local papers and other news media, places articles in sheet protectors and keeps scrapbooks in chronological order. Keeps the save shelf in order and maintains spreadsheet of titles. Tabulates telephone, in-house and computer patron assistance statistics for monthly report. answers telephone; provides exceptional customer service.

Other Job Functions: Performs other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.



Working Conditions

Must be available to work 8:00 a.m. – 5:00 p.m., Monday thru Friday and other times when necessary, including evenings until 6 p.m.; must be able to work overtime when needed; must be able to work weekends regularly; Work is conducted primarily in an office environment; exposed to noise, dirt, dust and heat; requires standing, walking, sitting, stooping, bending, twisting, pushing and lifting moderately heavy objects; deals with modestly unpleasant situations. Part-time employees work a maximum of 29 hours per week.

Minimum Essential Qualifications

Knowledge: Must have knowledge of library operations.

Skills/Abilities: Must be able to use a computer and windows-based software, including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Adobe; must be able to use a telephone, copier, calculator and fax machine; must have strong verbal and written communication skills; must have strong customer service skills; must have a desire to serve the public.

Physical Requirements: Constantly sees and hears; frequently sits, kneels, stands, walks, operates a calculator, operates a personal computer, types, enters data, cleans, runs, sorts, twists body, carries, drags and lifts objects weighing up to 25 pounds, holds, pulls and pushes objects weighing up to 25 pounds, climbs, squats, stoops, and crawls; must be able to push 100 pound book cart; frequently files and types.

Education/Experience: Must have high school diploma or equivalent; One year of experience in customer service or a library setting is preferred.

Other

Must possess a valid Class C driver's license with a good driving record. Other state valid Class C driver's licenses with a good driving record will be considered. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**

The City of Liberty may consider all related education and/or experience in determining the applicant's minimum qualifications and starting pay.