

**POSITION:** Library Clerk level 2

**PAY RATE:** \$13.50 per hour

**SCHEDULE:** Part Time 30 hours per week includes mornings, afternoons, some evenings and weekends: schedule to be determined.

**POSITION SUMMARY:** Under the supervision of the Department Head and the Library Director the Library Clerk provides a wide variety of basic public, technical, and clerical services. These services include: information and reference, reader's advisory, circulation services, and administrative support. This job will be focused mostly in the Children's Department. The Clerk will work closely with all patrons of the library including: children, teens, and adults. The ideal candidate will have strong and current technical skills.

**RESPONSIBILITIES:**

- Works primarily assisting patrons at the desk, in the stacks, and over the telephone.
- Checks in/out library items while also helping to ensure that all items are in good order.
- Assist patrons in use of library computers and other technology.
- Uses Windows based computers, and the library's online circulation system, as well as other software and hardware to complete work as required.
- Creates and renews library cards.
- Shelves materials alphabetically and numerically while keeping the shelves orderly.
- Assists in processing materials as designated by their supervisor.
- Uses a variety of office machines including computers, printers, photocopiers, scanners, paper cutters, projectors, video game systems, and a multi line phone system.
- Will assist with promotional programs off-site and outside of normal library hours.
- Participates in staff meetings and workshops.
- Joins the rest of the staff, including supervisors, in keeping the building and entrance safe and neat. May occasionally be required to lightly shovel snow, spread de-icer, pick up trash from outside or inside the library, and empty recycling.
- Opens and closes the library building.
- Creates seasonal and themed displays.
- Other duties as assigned.

**PREFERRED REQUIREMENTS:**

- High school diploma or equivalent.
- Customer service experience, library service training is preferred.
- Strong interpersonal, communication, and technology skills.
- Computer literacy and the ability to provide technology instruction.
- Strong organizational skills and attention to detail.
- Enthusiasm for the library and its role in the community.
- Ability to work effectively with the public and other library employees.
- The job requires moderate physical exertion such as sitting or standing in one position, reaching high shelves and places (a step stool or ladder may be required), the ability to handle up to 50 pounds in weight, transport loaded carts, and bend and lift arms overhead.

**APPLICATION:** Send your resume and cover letter to Director Kat Boyer at [kboyer@bentonharborlibrary.com](mailto:kboyer@bentonharborlibrary.com).

