

# **Lima Public Library**

## **Part-time Library Clerk - General**

The part-time position (10-15 per week) requires good customer-facing skills working with people of all ages. The job will require working directly with the public in a library setting. Hours may include Saturdays and evenings, in addition to daytime. Familiarity with current technology is desired. The position reports to the Library Manager.

### **Duties and Responsibilities**

- Performs routine circulation duties, including checking in and checking out materials, renewing and placing holds on library materials.
- Provides excellent customer service at circulation desk, answers phone calls, provides assistance to patrons locating materials and answering questions. May provide occasional basic technology assistance to patrons working on computers.
- Registers borrowers and new patrons.
- Follows established library policies and procedures.
- May be required to open and close library.
- Is aware of the overall look and needs of the library facility and may assist in straightening up library areas.
- Other duties as assigned by Library Manager.

### **Job Requirements**

- Work successfully delivering high quality customer service in library setting; work successfully with people in pleasant and tactful manner; work harmoniously with other staff members in a team environment.
- Ability to effectively communicate in person and in writing.
- Experience with routine library tasks desired; training will be provided.
- Experience working with library computer systems desired; training will be provided.
- Ability to handle multiple tasks necessary.
- Punctual and dependable.

### **Qualifications**

Minimum requirements: High school diploma or equivalent

Experience working in a public library setting preferred.