

# **Lima Public Library**

## **Part-time Library Clerk -- Storytime**

The position requires good customer-facing skills working with people of all ages and particularly working with children and parents. The job will require working directly with young children coordinating and conducting Children's Storytime on Saturdays. In addition to Saturdays, hours may include weekdays and evening hours. Familiarity with current technology is desired. The position reports to the Library Manager.

### **Duties and Responsibilities**

- Plans, coordinates and conducts Children's Storytime, working in partnership with Library Manager.
- 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.