

## **Library Clerk / Children's Specialist**

**January 2020**

The Bloomfield Public Library seeks a motivated and enthusiastic part-time children's specialist. We are looking for someone who is excited about children's literature and programming.

### **Current Hours**

Approximately 15 hours per week.

Tuesdays, Thursdays, and Friday with one Saturday per month.

### **Focused Responsibilities**

- Customer Service
- Plan and deliver all children's programming
  - Weekly Story Times
  - Monthly events
  - Summer Reading Program
- Select and order children's materials
- Catalog and weed children's section
- Collaborate with Elementary School and Community Partners
- Assist with administrative tasks as needed

Applications are available online at: <https://bloomfieldpubliclibrary.org/2019/12/23/job-opportunities/> or at the library's circulation desk: 9 Church St. Bloomfield, NY 14469. Completed application can be returned to the library or to [bloomfieldlibrarydirector@owl.org](mailto:bloomfieldlibrarydirector@owl.org), by Friday, January 17, 2020.

# **BLOOMFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**

## **JOB DESCRIPTION: LIBRARY CLERK**

Reports to: Library Director

General description of duties: This position involves performing routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under supervision of higher level clerks or library manager. May supervise pages and volunteers. Does related work as required.

Essential knowledge, skills, and abilities: Basic knowledge of standard clerical procedures including operation of a computer and other office equipment. Ability to understand and carry out written and oral instructions; ability to write legibly. Physical ability to carry, reach from 6 " to 6 feet, and bend; adequate hearing to respond to library users; tact and courtesy in dealing with staff and public. Aptitude for and interest in library work.

Description of Duties: Assigned duties of Library Clerk may include any of the following:

Assist in automated catalog maintenance, making updates and changes to the database as needed. Create material records in automated catalog.

Prepares accounts payable bills for approval by library board and library manager. Makes necessary photocopies for library and town bookkeeper.

Performs routine repairs on books and other holdings. Check in and prepare new materials for circulation.

Assist with library program preparation and implementation, as directed. Assist with the selection of materials in print, AV and electronic formats.

Routine library tasks including but not limited to:

- Assist patrons in finding requested and/or appropriate materials and information
- Assist patrons with their requests over the phone
- Perform routine searches of computer records and electronic databases
- Provide patrons circulation services including charging, renewing, discharging, and placing holds on library materials
- Assures accurate library shelving of books and periodicals by shelf reading and reshelving, as necessary
- Issue and renew library cards following established policies
- Call patrons to deliver messages or information on library materials
- Provide information to the public on library policies and procedures
- Assist in the implementation of the summer reading program
- Attend staff meetings and workshops as scheduled to expand job skills and knowledge
- Open and close the library and the building responsibly and independently

Performs related work as required and/or requested

Minimum Qualifications Graduation from high school or possession of a high school equivalency diploma.