**Wollaston Public Library**

**Job Description**

**POSITION TITLE: Library Clerk (on- call / part-time)**

**DEPARTMENT: Public Library**

**REPORTS TO: Chief Executive Officer / Librarian**

**POSITION SUMMARY**

Reporting to the CEO Librarian, the Library Clerk is responsible for providing support in all areas of day-to-day library administration and patron service. This is a part-time role for occasional on-call shifts to cover absences as required and may be assigned to work Saturdays during the summer months.

**RESPONSIBILITIES**

Library Services:

* Perform circulation desk duties, including greeting patrons and using an automated system to check in and out library materials.
* Register new patrons and record their information in the library system.
* Shelve books and other library resources.
* Maintain library in a clean and orderly fashion by organizing shelves, refilling displays and performing light cleaning and /or other organizational tasks.
* Provide patrons with advisory, reference and other assistance as required.
* Assist patrons with use of computer and other library equipment/technology.
* Troubleshoot basic computer and office equipment problems, as required.
* Perform opening and closing duties.
* Answer the telephone and take messages.
* Implement children’s craft programs, as required.
* Perform other related duties as required.

**WORKING RELATIONSHIPS**

Internal: CEO Librarian Library Board

External: General Public Municipal Libraries

Outside Vendors Municipal Staff

**KNOWLEDGE, TRAINING AND QUALIFICATIONS**

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

* Minimum high school diploma
* Knowledge of library system procedures including Dewey Decimal System
* Computer literary (particularly with Word, Excel, and Outlook and knowledge of automated library, software and Internet applications

**SKILLS AND COMPETENCIES**

* Strong oral and written communication skills
* Excellent organizational ability
* Excellent customer service skills
* Ability to prioritize tasks
* Decision-making ability
* Detail oriented
* Time management skills and ability to work under deadlines

**WORKING CONDITIONS**

Indoor climate-controlled environment. Work activities require visual and mental concentration for intermediate durations of time. Standard office hours, Tuesday through Saturday, as required. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. library materials).

*Please note:  The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, or operational requirements.*

**Reviewed by:**

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**Employee Date**

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**CEO/Librarian Date**