

**Library Clerk
Part Time, Year Round**

Huron Public Library has an opening for Part-time year round Library Clerk.
Position is 20 hours a week.

\$10.00 per hour.

Applications available at:

Huron Public Library, 521 Dakota Ave S, 353-8530

online: www.huronsd.com click "City Government" then "City Employment";

City Finance Office, 239 Wisconsin Ave SW, 353-8502;

South Dakota Dept of Labor, 2361 Dakota Ave South, 353-7155.

Equal Opportunity Employer

Deadline Open until Filled

City of Huron Job Description

Job Title: Part Time Library Clerk

Department: Library

Accountable To: Library Director and Circulation Manager

PRIMARY OBJECTIVE OF POSITION: Under general direction is responsible for circulation department functions. Works extensively with the public in satisfying their library needs. Individual judgment within established standards and procedures may be required. Position is part-time, year round 20 hours per week. Some nights and weekends may be required. Promotes positive customer service.

ESSENTIAL JOB FUNCTIONS: Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). The position requires extensive close work (eyestrain), extensive PC monitoring, and on-call status. Work is performed in a controllable atmosphere which may become noisy at times due to library programs. There may be some exposure to angry or hostile individuals.

CUSTOMER SERVICE: This is a front-line position for providing excellent customer service to members of the general public and other City employees. Personal contact occurs with the general public, other employees of the Library, and employees of other City departments. Service is provided in person, by mail, by electronic mail, or by telephone contact.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- ❖ Assist and educate patrons on use of automated on-line computer card catalog in their search for materials;
- ❖ Assist patrons in locating materials shelved according to the Dewey Decimal System;
- ❖ Educates patrons on the use of all library services including the online catalog, their use of the Internet, electronic databases, and/or word processing;
- ❖ Assist patrons with the use of microfilm reader/scanner/printer, photocopier and other electronic machines; etc.

- ❖ Instruct patrons on how to use our eBook services by demonstrating how to download the materials to their eReader devices.
- ❖ Conduct a variety of duties at the Circulation Desk to include: loaning/returning of library materials through use of automated circulation system; monetary transactions, book reserves, shelf maintenance, data inputting, telephone monitoring,
- ❖ Communicate any unsafe conditions or accidents / injuries in a timely manner to supervisor in order to facilitate prompt correction or reporting.
- ❖ Attend training as necessary.
- ❖ Perform work in a manner consistent with safe practices and policies.

EQUIPMENT OPERATION: Employee will operate computers, software, microfilm reader, scanner, printer, photocopier, multi-line telephone, fax machine, cash register, postage machine and other electronic machines.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: High School diploma or GED Certification required. Prefer at least one year of college or clerical technical school and at least one year of library or related experience. Computer skills required. Experience in library circulation duties preferred. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively present information to customers. Need basic math skills in order to handle money, make change, etc.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

Maintains a cordial relationship with the public and assists in the effective use of library resources;

Answers inquiries of a nonprofessional nature and refers persons requiring professional assistance to A Librarian;

May assist Children's Librarian with story-time, displays, and special programs as needed;

Sorts books and other items according to classification codes and returns items to shelves, files, or other designated areas;

May assist in preparing handouts, displays, and furnish information on library activities, facilities, and rules;

Performs other duties as appropriate and assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.