

## **JOB DESCRIPTION**

### **SUBSTITUTE LIBRARY CLERK**

#### **POSITION SUMMARY**

The Substitute Library Clerk provides a wide variety of basic public, technical and clerical services including information and reference service, reader's advisory, circulation services and administrative support. This is a temporary part-time position not eligible for benefits.

#### **REPORTING RELATIONSHIPS**

Reports to the Library Director or Assistant Librarian when necessary.

#### **MAJOR RESPONSIBILITIES**

1. Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fines and shelving books.
2. Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning and/or organizing tasks.
3. Provides reader's advisory, reference and other patron assistance service.
4. Works proficiently with basic computer software and the MORE computer program specifically.
5. Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
6. Maintains up-to-date knowledge of Overdrive and issues surrounding the use of e-materials.
7. Assists with processing and repair of library materials.
8. Assists with opening and closing duties.
9. Assists with special projects, events and outreach.
10. Maintains the holds shelf, including loading and unloading daily courier containers.
11. Follows and carries out EPL and Village of Ellsworth policies and procedures.
12. Performs other related duties as required.

**JOB KNOWLEDGE, TRAINING AND EXPERIENCE:** Position requires two years post-secondary level education and/or prior library work experience. Years of library work experience, continuing education courses or work experience that transitions well toward this position may substitute for the post-secondary requirement. Computer proficiency and the ability to work well with the public is required. A valid driver's license is required. Knowledge of the community in which the library is located and an understanding of the true nature of rural and/or small communities and their libraries is helpful.

**EQUIPMENT OPERATED:** Must have computer and peripherals knowledge. Ability to use a copy machine, fax machine, telephone, printers, scanners and various audio visual equipment.

#### **ABILITY AND SKILLS:**

- Ability to gain proficiency using the MORE System.
- Ability to gain a working understanding of current and developing technologies as they

relate to public library operations and services. This includes databases, electronic devices and social media.

- Ability to use computer software including Publisher, Excel and Word.
- Ability to establish a positive working relationship with library staff and the general public.
- Ability to work independently and as part of a team.
- Ability to use alphanumeric order.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to maintain high standards of library service.

**PHYSICAL EFFORT:** Position requires standing, sitting and bending for periods of time. Some lifting required. Periods of sustained computer work required. Fingering: keyboarding, writing, filing, sorting, shelving and processing.

**WORKING CONDITIONS:** Majority of this position is inside. Occasional travel to workshops out of the immediate area may be required. Must be available for some Saturday or evening working hours.

**Employee Acknowledgement**

I have read and understand this position description.

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Employee:

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Date:

Board approved March 29, 2016