

City of Odebolt: Odebolt Public Library
Part-time Library Clerk

(Please fill out the attached application and bring/send to the library or place in the library drop box when completed.)

Position Type: Part-time (Thursdays from 2-6pm) to assist with the afterschool program and to help as clerk.

Hourly Wage: \$9 hourly wage

Summary: The Odebolt Public Library is taking applications for a responsible, energetic, customer focused, and personable Library Clerk. This position is responsible for a variety of patron contact functions at the circulation desk, assisting with technology, helping with programming and providing excellent customer service while performing all work duties.

Education and Experience

- High School diploma or GED is required.

Essential Job Functions

- Ability to maintain confidentiality of patrons and staff
- Responsible use of social media platforms
- Proactively seeks to assist patrons with finding library materials, whether in person, or through the library catalog.
- Proficiently handles all circulation functions of the library's integrated system including check in, check out, placing holds, collecting fines, searching the patron database, patron registration, and issuing library cards.
- Handles phone customer service transactions while demonstrating the utmost professionalism in all patron communications.
- Answers reference, research, and readers' advisory questions.
- Enjoys working with children and assisting with children's programming.
- Helps to keep the library clean when time permits.
- Shelves and organizes returned items and books in the collection.
- Performs building opening and closing procedures, and assists with maintaining welcoming and attractive public areas.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of current holdings and library resources, both print and electronic
- Knowledge of library policies and procedures
- Skill in using current and emerging library technology and automated systems, or willingness to learn these systems.
- Ability to demonstrate effective public service skills and understand public library operations
- Ability to work in a team environment
- Ability to interact effectively, professionally, and tactfully with general patrons

Physical Demands

- The employee is occasionally required to climb, balance, stoop and crouch.
- Hand-eye coordination and adequate vision necessary to operate computers and various office equipment.
- Occasionally exposed to outdoor weather activities.

Application for Library Clerk: Odebolt Public Library

Name: _____ SSN# _____

Street: _____ City _____ State _____ Zip _____

Phone: _____ Email: _____

General Information

Are you legally authorized to work in the United States? (Circle One) Yes No

Are you over the age of 18? (Circle One) Yes No

Education

High School _____ Degree _____

Other _____ Degree _____

Employment History

(please list most present employer first)

Employer _____

Start Date _____ End Date _____

Reason for Leaving _____

Employer _____

Start Date _____ End Date _____

Reason for Leaving _____

(If additional jobs, please continue on back of sheet)

Please explain why you think you would be a good candidate for this position

AGREEMENT (Please read the following statements carefully before signing) I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the City or myself. I understand that no administrative official of the City has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

Signature

Date