



Ina Pullen Smallwood Memorial Library

JOB DESCRIPTION

Job Title: Library Clerk

Relationships

Reports to: Library Director and Librarian Assistant

Job Summary

Under the supervision of the Library Director and Librarian Assistant, the employee performs various duties for the library. Included is the maintenance of library books and patron records, as well as assisting patrons and participating in the various library events, activities and promotional postings on social media.

Hours: 20 hours per week / Paid Part-time position

Pay: \$9 per hour

Responsibilities

1. Helps maintain the library's social media presence on platforms such as Facebook, Instagram, Tiktok, and Snapchat.
2. Helps perform community outreach to promote the library services.
3. Processes and catalogs materials when needed.
4. Provides references services.
5. Assists patrons at the circulation desk.
6. Assists patrons at the computers when needed.
7. Encourages circulation of materials by helping design displays, flyers, and providing reader's advisory services and recommendations.
8. Assists patrons in choosing, locating and using library materials and services.
9. Ensures collection is neat and orderly and inspects material for damage or missing barcodes.
10. Issues library cards.
11. Correctly label and shelve books.
12. Answers library phone.

13. Manages cash and/or card payments for prints, fees, fines, etc.
14. Assisting with special library events such as: movie nights, storytime, craft days, Summer Reading Program activities, etc.
15. Keeps the front desk and bookshelves neat and tidy on a daily basis.
16. Depending on which shift they work, the employee will need to assist with opening or closing responsibilities.
17. Must keep up with inventory of library supplies/materials and report status of supplies to superiors.

Knowledge, Skills, and Abilities Required

(*can be acquired on the job)

1. Knowledge of computer applications and programs as they apply to the library.
 - a. Word Document / Microsoft Word
 - b. Excel*
 - c. Publisher*
2. *Knowledge of library policies, procedures, and work relating to both print and non-print materials.
3. Ability to communicate effectively, orally and in writing, with co-workers and public in a positive and professional manner.
4. *Ability to operate and maintain library equipment.
5. Skill to type proficiently.
6. Adaptability to accept corrections and suggestions.
7. Manual dexterity and physical strength to do required work.
8. Knowledge of databases and online resources.
9. Passable Knowledge of literature.
10. Ability to establish and maintain effective relationships with the public and colleagues in a positive and professional manner.
11. Ability to assist the Library Director and Librarian Assistant with planning projects and activities.
12. *Knowledge of the Dewey Decimal System.
13. Ability to interact with library guests confidently and professionally.
14. Flexibility – has the capacity to respond to changing situations and expectations.
15. Creativity – Comes up with creative/imaginative ideas that would benefit the library's décor, display of information, events, etc.
16. Has great organizational skills.
17. Team player.
18. Has the initiative to find what work that needs to be done and not wait for an assignment to be given to them.

Minimum Qualifications

1. Passable knowledge of public libraries and how they are organized.
2. Must be Book Savvy – Knowledgeable of popular book titles and able to identify different book genres.
3. Possession of a current and valid Alabama driver's license.
4. Has reliable transportation.
5. Willing to be on camera for social media posts.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

To Apply

Applicants must submit a cover letter, resume and at least three professional or personal references to:

Ina Pullen Smallwood Memorial Library
224 Grant St.
Chickasaw, AL 36611

OR submit electronically to: chickasawlibrarystaff@gmail.com

Applicants without previous work experience should submit a cover letter, detailing any volunteer work, any related experience, or skills they have that they feel would apply to the library position.