

Position opening:

PERSONNEL: JOB DESCRIPTION – SUBSTITUTE LIBRARY CLERK II

GOAL: Serving as a substitute library clerk, to make the library a pleasant and rewarding place to visit and use by carrying out responsibilities accurately and cheerfully.

REPORTS TO: Head Circulation Clerk

Substitute - up to 1,040 hours per year. No guaranteed minimum number of hours - on call for emergencies and special assignments. Work may include evening and/or weekend hours.

MINIMUM QUALIFICATIONS: High school diploma, patience and a sense of humor. Employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to meet the public well and easily. Must present a warm, welcoming image in working with the public in person or on the phone.
- Ability to learn computer hardware and software applications used in Circulation Department.
- Ability to efficiently use a computer mouse.
- Ability to perform filing and other clerical tasks with reasonable speed and accuracy.
- Ability to perform repetitive tasks accurately and consistently to insure quality control.
- Willingness to learn and adhere to library policies and procedures.
- Must work independently, often without direct supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promptly relays all suggestions, problems, and complaints to Supervisor.
- Performs opening and closing duties according to established procedures.
- Charges and discharges library materials according to established procedures, emptying materials return bins regularly.
- Collects fines and charges for overdue, lost, or damaged materials and maintains fine records.
- Answers directional questions.
- Refers all reference questions and problems to Information Desk.
- Registers borrowers and explains lending rules.
- Registers Ohio residents to vote (Ohio employees only)
- Shelves and files library materials, returning library materials to proper locations in the library collection.
- Clears library tables and keeps reading and new materials display areas in order.
- Cleans library materials as needed.
- Assists with mending as needed.
- Assists with processing library materials as assigned.
- Reads and straightens shelves, maintaining materials in proper shelf order.
- Performs other related duties as assigned.

EFFORT REQUIRED:

- Work generally requires standing and walking over 90% of the time.
- Much lifting and carrying of stacks of books and similar weights up to 15 lbs.
- Agility and strength for pushing loaded book trucks and shelving and retrieving library materials stored from near floor level to 90" high.
- Requires attention to visual detail and manual dexterity for using keyboards and handling money, library materials in a variety of formats, date due labels, etc.
- Must be able to work with frequent interruptions.
- Must be able to use computer, printers, telephone, copier, and other office equipment as needed.

Please note that this position will work on an **as needed** basis. No hours are guaranteed.

Please submit a cover letter, resume and three references to:

Sherry Ault, Director
Hubbard Public Library
436 W. Liberty St.
Hubbard, OH 44425
Sherry@beyond-books.org

Resumes will be accepted until February 13, 2010.