

Library Clerk: Adult Services

Kendall Young Library

Part time position: Tuesday: 9:30-1:00
 Wednesday: 9:30-1:00
 Thursday: 9:00-12:00
 Saturday: 10:00am-1:00pm (2 per month)

POSITION SUMMARY

Kendall Young Library seeks an energetic, flexible, courteous and diligent individual to join the Library's Circulation Services team in providing premier front-line library services to the community of Webster City. This position involves providing services at the Adult Checkout Desk.

PRIMARY DUTIES & RESPONSIBILITIES

Checkout Desk:

- Checks materials in and out using standardized procedures.
- Sorts and checks books, DVDs and other library materials collected at circulation/information desk or return slots.
- Registers new customers in the library's automated system; renews cards that have expired and issues replacement cards as needed.
- Assists in holds notification process; places requested items on hold for patrons.
- Collects money due and makes change; records data in computer. Answers phone.
- Assists library patrons with item retrieval, readers' advisory requests, and general service questions.
- Assists with the planning, preparation and production of programming as assigned by the Reference Librarians.
- Performs other duties including, but not limited to, shelf reading, general cleaning, maintaining orderly appearance of the library and materials, opening and closing library, assisting in special events, and attending staff meetings.
- Displays professional conduct and appearances at all times while performing duties.
- Other projects and duties as assigned.

Shelving:

- Cleans and shelves library materials accurately.
- Checks for damages and follow prescribed procedures.
- Monitors returned items to ensure they are in good, usable condition.
- Sets up carts in preparation for shelving.

- Helps maintain a neat and orderly library appearance by picking up books and materials from tables and shelves and straightening the shelves.
- Shifts books and materials during the shelving process and for specials projects as directed.
- Empties outside book drop.
- Shelf reading to assure that books and materials are maintained in the proper location.
- Straightening furniture.
- Other projects and duties as assigned.

QUALIFICATIONS

- Graduation from high school or GED equivalent, and additional education preferred.
- Library experience is helpful.
- The ability to deal effectively with the public, relating to children as well as adults is essential.
- Must be dependable, responsible, and have excellent interpersonal/oral and written communication skills.
- Extensive knowledge of computers, their operating systems, and programs likely to be used in libraries, including familiarity with the Internet, word processing and databases.
- Strong organizational skills for a customer service oriented environment.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Requires continuous standing, sitting, stooping, bending, climbing and lifting and pushing of books and other library materials ranging from under one pound to over 20 pounds.
- Spanish speaker preferred, but not given preference

COMPENSATION

- \$12.50 depending on experience and qualifications.
- Paid Personal Time Off
- IPERS (Iowa Public Employees' Retirement System)

Applications are available at the Checkout Desks or online at www.kylib.org. To apply, provide a resume and completed application at the Checkout Desks or email Ketta Lubberstedt-Arjes at kettala@kylib.org. Preference is given to applications received by