

Job Title:	Library Clerk	Job Category:	
Department/Group:		Location:	Mt. Pleasant, IA
Level/Salary Range:	\$9/hr	Position Type:	Part-time
Direct Supervisor	Library Director	Date Posted:	
Will Train Applicant(s)	Yes		
Applications Accepted By:			

EMAIL: mtplesant.director@gmail.com	IN-PERSON Mount Pleasant Public Library 307 E. Monroe St. Mount Pleasant, IA 52641
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Job Description

NATURE OF WORK
Performs patron service work to include assisting patrons in using the library and its resources and helping the professional staff maintain the library’s resources and services.

DUTIES & RESPONSIBILITIES
Uses computer to check in returned materials from patrons. Manages patron fees and assesses books for damages. This means staff will sit for a period of ½ hour to 2 hours at a time. Requires staff to be able to load books on carts and push book carts weighing up to 200 pounds. Must be able to shelve books on all shelves.

***NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to the position*

- QUALIFICATIONS & EDUCATION REQUIREMENTS**
- High school diploma or GED
 - Previous library experience and work experience preferred
 - Familiarity with Spanish helpful

PREFERRED SKILLS & ABILITIES
Must be able to alphabetize, have basic math abilities and have effective oral and written communication skills. Must have the ability to perform basic clerical work that would require preparing, organizing, and maintaining records, reports, and library patron records. Must be able to operate a computer and other technology necessary to assist patrons and other staff members. Must be able to carry and shelve books. Must be outgoing and willing to provide excellent customer service.

- PHYSICAL DEMANDS**
- Frequently required to walk, sit, talk, and hear.
 - Frequently required to use hands to handle, feel or operate objects, tools, or controls, and to reach with hands and arms.
 - Hand-eye coordination is necessary to operate computers and various office equipment.
 - Occasionally required to climb a step stool or ladder; occasionally required to balance, stoop, kneel, or crawl.
 - Occasionally lift and/or move objects of 40 pounds or more.

ADDITIONAL NOTES

Hours:
Monday – Thursday: 2:30pm-8pm
Friday: Off
Two (2) Saturdays a month: 8:30am-2:00pm (IPERS/Vacation/Sick/Holiday pay included)