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|----------------------------------|------------------------------------|-----------------------|------------------|
| <b>Job Title:</b>                | Library Clerk                      | <b>Job Category:</b>  |                  |
| <b>Department/Group:</b>         |                                    | <b>Location:</b>      | Mt. Pleasant, IA |
| <b>Level/Salary Range:</b>       | \$9.00/hr with potential increases | <b>Position Type:</b> | Part-time        |
| <b>Direct Supervisor</b>         | Library Director                   | <b>Date Posted:</b>   | 6/04/2024        |
| <b>Will Train Applicant(s)</b>   | Yes                                |                       |                  |
| <b>Applications Accepted By:</b> | <b>Until Filled</b>                |                       |                  |

**EMAIL:**  
[mtpleasant.director@gmail.com](mailto:mtpleasant.director@gmail.com)

**MAIL:**  
 Library Director  
 Mount Pleasant Public Library  
 307 E. Monroe St.  
 Mount Pleasant, IA 52641

**Job Description**

**NATURE OF WORK**

Performs paraprofessional and 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.

**HOURS**

Monday: 2:30pm - 8:00pm  
 Tuesday: 2:30pm - 8:00pm  
 Wednesday: 2:30pm - 8:00pm  
 Thursday: 2:30 - 8:00pm  
 Friday: Off  
 Every other Saturday: 8:30am - 2:00pm

**DUTIES & RESPONSIBILITIES**

Uses a 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.

**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**

Afternoon/evening position. Two Saturdays a month. IPERS/Vacation/Sick/Holiday pay included. City of Mt. Pleasant is an EOE.