

<b>Job Title:</b>	Evening Library Clerk (Youth)	<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Location:</b>	Mt. Pleasant, IA
<b>Level/Salary Range:</b>	\$9.00/hr	<b>Position Type:</b>	Part-time
<b>Direct Supervisor</b>	Youth Services Librarian	<b>Date Posted:</b>	
<b>Will Train Applicant(s)</b>	Yes	<b>Posting Expires:</b>	When filled
<b>Applications Accepted By:</b>			

**FAX, EMAIL, OR IN PERSON:**

Fax: (319) 385-1491  
[mpyouthlibrarian@gmail.com](mailto:mpyouthlibrarian@gmail.com)  
[mtplesant.director@gmail.com](mailto:mtplesant.director@gmail.com)

**MAIL:**

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

**Job Description**

**NATURE OF WORK**

The Evening Library Clerk (Youth) performs clerical work, assists patrons in using the library and its resources, and helps the professional staff maintain the library's resources and services.

**EXPECTED HOURS OF WORK**

Monday - Thursday: 3:30pm - 8:00pm  
Every other Friday: 10:00am - 5:30pm  
Every other Saturday: 8:30am - 2:00pm

Hours worked per week will not exceed 29.5. This position receives IPERS benefits, vacation, and sick time through the City of Mt. Pleasant.

**QUALIFICATIONS & EDUCATION REQUIREMENTS**

- High school diploma or GED
- Previous library experience and work experience preferred
- Familiarity with Spanish is helpful.

**DUTIES & RESPONSIBILITIES**

- Use the Apollo library system to check materials in and then shelve items
- Inspect returned books for condition
- Answer routine questions from patrons and staff, referring more complex inquiries to immediate supervisor
- Locate materials for patrons
- Take action to deal with disruptive patrons
- Straightening: walk through the Youth Department and straighten disorganized and messy shelves/bins
- Coordinate crafts and assists with summer reading, and other children's programming

- Complete opening and closing procedures (i.e., get books from drop box) as needed
- Assist with Children's Discovery Center operations as needed
- Other duties as assigned, such as:
  - Assist with book displays and the décor of the children's department
  - Shelf Reading: read shelves, making sure items are in correct location and order, and return misplaced books to appropriate location after checking its status on Apollo
  - Move or shift materials as necessary or requested
  - Cleanliness of library: wiping down tables, putting puzzles/toys away, etc.

### **PREFERRED SKILLS & ABILITIES**

- Must be comfortable conducting library programming for youth when the Youth Services Librarian is not present
- Must be outgoing and have the ability to provide excellent customer service
- Ability to effectively follow instructions from supervisor in both verbal and written form
- Ability to work independently
- Ability to effectively read and understand information contained in reports, bulletins, etc.
- Ability to set priorities in order to meet assignment deadlines
- Ability to operate a Mac computer and other equipment necessary to performing assignments
- Must have alphanumeric filing skills
- Must enjoy tasks requiring attention to detail

### **PHYSICAL DEMANDS**

- Sitting, standing, walking, climbing, twisting, reaching, and stooping
- Must have the ability to bend to floor level and reach heights of 75"
- Must have the ability to lift at least 25 pounds
- Processing, picking up, and shelving books
- Typing, writing, filing, sorting
- Pushing and pulling objects weighing 50-70 pounds on wheels

### **GROUND FOR TERMINATION**

- Continued failure to meet agreed-upon expectations
- Breach of confidentiality or patron's privacy

### **NON-DISCRIMINATION**

All positions in the Mount Pleasant Public Library will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.