

**Employment Opportunity**

**Patagonia Public Library**

**Library Clerk**

**(Part-Time: 19.75 hours per week including ½ day on Saturday)**

**General Description**

Under supervision of the Library Director, performs clerical work in a library setting involving support services and take lead responsibility for specific functions or activities of the library. Work involves answering reference questions regarding a variety of topics; working closely with the public via phone, email, and in-person interfaces; responsibility for circulation desk functions using an automated circulation system; shelf maintenance; periodicals maintenance; interlibrary loan coordination; and overdue book procedures.

**Job Duties**

* Assists patrons in the use of print materials
* Assists patrons with technology questions and processes, including public-use and personal computers, tablets, copy machine and FAX machine
* Prepares collection materials for circulation
* Assures accurate shelving of books and periodicals
* Handles routine complaints and answers a variety of questions at the circulation desk
* Requests materials through interlibrary loan, refers patrons to outside resources and collections when appropriate in order to provide accurate information
* Carries out overdue procedures as necessary
* Upon request, may plan and organize programs involving the use of library resources
* Delivers and receives mail at the post office
* Orders supplies and materials as needed
* Prepares brochures, posters, and other public relations materials to promote library services
* Schedules Cady Hall for library programs and outside meetings
* Assists Director with social media posts and website maintenance
* Supervises the library in the absence of the Director
* Performs related work as required

**Knowledge, Skills, and Abilities**

* Good knowledge of library clerical procedures and practices
* Good knowledge of the English language
* Good computer skills and working knowledge of Microsoft Office
* Good ability to understand and follow written and oral instructions
* Considerable customer service skills
* Considerable ability to pay attention to detail
* Considerable ability to establish and maintain effective working relationships with library and Town of Patagonia staff, Board members, volunteers, and the public

**Special Requirements**

Work is performed in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort, and shelve library materials; and properly maintain patron and cataloging records. Employee must also demonstrate adequate:

* Ability to maintain confidentiality of patron records
* Ability to attend training workshops and webinars
* Ability to adapt to schedule changes as needed
* Ability to prioritize work duties and work independently
* Ability to lift twenty pounds
* Ability to use climbing aid for shelving of materials

**Qualifications**

A high school diploma or the equivalent and one year of library or clerical experience, or, an equivalent combination of education and experience.

**Employment applications are available at the library**

**Please attach a resume to your application**

**Interviews held the week of June 14, 2021**

**Employment begins June 25, 2021**