

PART-TIME LIBRARY CLERK

The Scappoose Public Library District has an opening for a part-time Clerk. This position is 24 hours per week and includes day, evening, and weekend hours. Excellent customer service skills and the ability to work as a part of a team are essential. Must demonstrate the ability to alphabetize and file using the Dewey Classification system. Computer skills, including word processing and demonstrated internet skills are required. Physical requirements include the ability to bend and to lift weights of up to 40 pounds. High School Diploma or equivalent required. Prior library experience preferred. Wage of \$12.69/hr increasing to \$13.09/hr upon successful completion of 3 month probationary period. Successful candidate must pass background check

Closes Tuesday, February 18, 2020

Equal Opportunity Employer

Email cover letter and resume to:

jweiss@scappooselibrary.org

Phone: 503-543-7123

SCAPPOOSE LIBRARY DISTRICT CLERK

Purpose of Position

Perform various duties within the Scappoose Library requiring general knowledge of library operations, primarily in the circulation area, also including technical services, children's services, and limited ready reference.

Supervision Received

Works under the general supervision of the Library Director/Librarian.

Supervisory Responsibilities

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, and newly assigned personnel on library policies and practices.

Essential Job Functions and/or Description

Staff the circulation area (front desk), which includes checking Scappoose Library materials out and in, collecting fines/fees, contacting patrons with overdue materials, answering/directing telephone queries and assisting patrons in locating materials and use of facility.

Perform library duties such as shelving of library materials, material preparation which includes: issuing library cards, book covering, minor repairs, material preparation, etc., and any other tasks as deemed necessary by Library Director/Librarian. Provide assistance to other staff as workload and staffing levels dictate. Perform various clerical tasks in support of library operations, e.g., data entry, photocopying, typing, etc.

Respond to inquiries from the public regarding use of the Scappoose Library and equipment. Explain use of facilities and equipment, e.g., public-access computers, photocopy machine, etc. Instruct patrons in the use of the automated computer system to locate materials on their own. Assist with interlibrary loans, children's programs, and summer reading program.

Maintain cooperative working relationship with staff, Board, other organizations, and the general public. Maintain professional conduct and appearance during work hours.

Follow all Personnel Policies, Bylaws, and Board directives of the Scappoose Library District. Follow all safety rules and procedures established for work areas. Maintain work areas in a clean and orderly manner. Provide light janitorial services as required by circumstances and assist other staff members with projects as needed.

Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

Job Qualification Requirements

Knowledge of arithmetic, spelling and general library operations, operation of data entry and other standard office equipment, alpha/numeric sorting method, and computerized/hard copy research techniques. Knowledge of the Dewey Decimal Classification System preferred.

High school diploma/GED and demonstrated knowledge, skills and abilities to perform the above duties.

Special Requirements: Must obtain valid CPR/First Aid Card.

Physical Demands of Position

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Duties involve lifting/moving materials weighing up to ten pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 40 pounds. Manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, standard office and library equipment.

Working Conditions

Usual office working conditions. The noise level in the work environment is typical of most library/office environments with telephones, personal interruptions, and background noises. Regular work schedule will include evening and weekend hours within the Library hours of operation, and outside hours as needed.

Other

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Selection Guidelines

Formal application, rating of education and experience, oral interview(s), reference check, and other job-related tests may be required. Drug screen and background check may also be required.

This description covers the most significant, essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to or a logical assignment for the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Board as the needs of the Board or requirement of the job change.