

Library Clerk Position Overview:

Millbrook Library is looking for a Library Clerk to join our team! In this role you'll be one of the friendly faces of the library. You'll handle circulation and clerical tasks, help to promote library programs and services, and help connect our community with everything the library has to offer. The ideal candidate is a person who genuinely enjoys working with the public and takes pride in providing excellent customer service. If that sounds like you, we'd love to hear from you! Please email your resume and cover letter to Courtney Tsahalís at director@millbrooklibrary.org.

General Duties:

- Performs all circulation desk duties, including
 - Check materials in/out/renew materials.
 - Reserve materials.
 - Explains lending rules when needed.
 - Calculates and collects fees, makes change, and issues receipts.
- Performs all opening/closing procedures in work area/public areas.
- Assists patrons who want to use library materials and services.
- Creates and updates patron records.
- Performs shelving, hold retrieval, shelf reading, and general stack maintenance.
- Maintain a clean and organized library environment.
- Provides technical assistance with computers, copier, faxing, printing, and library technology.
- Participates in continuing education as assigned.
- Attends to all circulation problems in a professional and timely manner. This includes but is not limited to processing overdue notices, expiring patron records, and outstanding holds.
- Responds to general information requests by telephone and in person. Utilize library resources such as databases, reference materials, and the Internet to supply needed information.
- Performs basic cataloguing functions.
- Assists with library programs and activities if needed.
- Any other routine tasks as assigned by the library director.

Qualifications:

- High school diploma or equivalent
- Strong customer service skills and a genuine enjoyment of working with the public
- Ability to work with people of all ages and backgrounds
- Basic computer skills and comfort learning new software
- Ability to work independently and as part of a team
- Previous library experience is not required but preferred

Supervised By:

- Takes direction from Library Director and Head of Circulation.

Hours:

- **Tuesdays** - 9:45 am – 6:15 pm
- **Fridays** – 11:45 am – 6:15 pm
- **Regular Saturday** rotations – 9:45 a.m. – 4:15 pm

Compensation:

- \$19.50 / hr. This position includes vacation, personal, and sick time, and some paid holidays.