



Library Clerk

Department: *Library*

Status: *Part Time, Benefits Eligible*

Schedule:

Monday 3:00PM to 9:00PM

Tuesday 3:00PM to 9:00PM

Thursday 9:00AM to 3:00PM

Friday 9:30PM to 5:00PM

Saturday 9:30AM to 3:00PM (every other)

Salary: \$18.91 - \$24.96 per hour

Duties:* Performs a variety of routine clerical and manual work in circulating and processing library materials and providing services to library patrons, related work as required.

Essential Functions:

- Receives the public and answers questions; responds to inquiries from public, supervisors, and other staff, when necessary, refers inquiries to appropriate persons.
- Checks library materials in and out; processes overdue charges and fines.
- Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
- Runs reports, maintains library forms and procedures
- Manages and selects items for interlibrary loans
- Performs routine maintenance on books and other materials
- Assists in maintaining library collections and facilities by straightening books, chairs, shelves, papers and magazines, changing calendars, emptying book drops, and maintaining clean, safe work area.
- Uses library information systems to find information and handle administrative tasks; works in the children's, adult and technical services area.
- Performs a variety of miscellaneous duties such as picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for programs, etc.
- Assists in carrying-out special programs or activities through scheduling, refreshments, reservations, set-up functions.
- Assists in opening and closing the building to the public.
- Performs other related responsibilities as assigned

Requirements:*

- High school graduate or equivalency, Associates degree preferred
- Some experience in library environment highly desirable
- Ability and/or willingness to learn library information technology systems
- Establish and maintain connections with employees, supervisors, and public, both adults and children

This position is opened until filled.

All applicants can submit cover letter, resume and Town Application to the following address or email below:

Kristine Brown
Human Resources Administrator
135 School Street
Walpole, MA 02081
apply@walpole-ma.gov