

# St. Ignace Public Library

## Library Clerk II Job Description

We are looking for a detail-oriented library clerk with great people skills, a good memory, and a knack for social media. Responsibilities include repairing damaged books, handling circulation, helping visitors find what they need, and contributing to the library's social media accounts.

Successful library clerks should have excellent memorization, organization and computer skills, and a kind, friendly demeanor. Ideal candidates will have a passion for reading and learning, good English, math and computer skills, and some experience.

**Definition:** The Library Clerk performs a variety of clerical and technical duties involving the circulation desk, reference service, and other library services to the public. Library promotion and marketing are important components of this position. This employee reports to the Library Director. The position starts at \$14.50 an hour and is part-time.

### **Essential Job Functions/Responsibilities**

- Handle the flow of circulating material
- Re-shelve in-coming items
- Record visitation numbers
- Accurately handle patron fees
- Are familiar with printers and standard desktop software
- Create new patron cards and records
- Accurately respond to reference questions
- Regularly contribute to the library's social media accounts
- Assist patrons with computer or phone issues
- Effectively use the library's integrated library system, Sirsi, Workflows
- Able to lift up to 25 lbs
- Understand how to search and request items and assist patrons with MelCat
- Willingness to work nights and weekends when requested

### **Essential Job Skills**

- Able to establish positive and effective relationships with patrons and staff
- Able to use a variety of marketing tools to promote the library's mission
- Able to take on tasks and occasional duties from the Director and complete them in a timely manner
- Willingness to learn new skills, especially related to digital marketing and promotion

### **Qualifications**

- High School diploma
- Experience working with the public desired
- Ability to operate a computer and associated software
- Ability to effectively utilize social media tools to further the library's mission
- Library courses or some experience working in a library preferred.