



Community Library of DeWitt & Jamesville

Substitute Clerk – Per Diem Job Description

Overview

The Substitute Clerk is a part-time Per Diem position which performs various routine library clerical duties and standard operation of the library. This position provides a wide variety of basic public, technical and clerical services including information and reference service, reader's advisory, circulation services and administrative support. This position reports to the Assistant Director for Patron Services.

Status: Part-Time Hourly

Schedule: Per Diem

Pay Range: \$16.00 an hour

Responsibilities

- Performs circulation duties, including but not limited to greeting patrons, checking in and out library materials, registering new library patrons
- Registers patrons for library programs using online calendar software
- Answers phones and provides routine information or directs incoming calls to appropriate library staff member
- Provides reader's advisory, reference and other patron assistance services
- Processes daily delivery and regularly empties the indoor and outdoor book-drops
- Sorts, shelves, and organizes library materials accurately according to library classification systems (Dewey decimal classification and alphanumeric)
- Operates the Point-of-Sale system to collect money from patrons for print jobs, donations, lost or damaged library materials, ect.
- Maintains an up-to-date and organized holds shelf, and processes incoming holds requests daily
- Assists with opening and closing procedures
- Follows and enforces Library policies and procedures
- Assures high patron satisfaction in keeping with departmental and library policy
- Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning
- Assists patrons with basic computer and technology troubleshooting including but not limited to public computers, printers, self-checkouts, and patron devices
- Participates in staff meetings to discuss and resolve problems, and contribute ideas for improvement
- Maintains up-to-date knowledge of library technology, programs, and services
- Attends continuing education classes and/or webinars that are relevant for position
- Assists with outreach and special events as needed
- Maintains confidentiality of library users' records
- All other duties as assigned

Required Qualifications

- Possession of a High School or equivalency diploma
- Ability to communicate effectively; to understand and carry out simple oral and written directions
- Demonstrates good judgment, accuracy, orderliness, and reliability
- Ability to sort and file alphabetically and numerically
- Ability to work independently and as part of a team
- Proficient with technology; able to accurately access, input, and receive information from a computer workstation or related technology
- Strong public services orientation: tact and courtesy in dealing with staff and public
- Ability to utilize and adapt to changing technologies
- Ability to establish and maintain effective and positive working relationship with co-workers
- Possess attention to detail and follow through on tasks effectively and efficiently

Preferred Qualifications

- General clerical or Library experience
- Knowledge of Polaris Leap
- Knowledge of the Dewey Decimal system
- Proficient in Google Drive, Docs, Calendar, Sheets, Forms, and Meet

Physical Activity Requirements

- Ability to lift and carry items weighing up to 50 pounds
- Ability to push and pull objects weighing up to 200lb on wheels
- Ability to sit for an extended period of time
- Ability to stand for an extended period of time
- Ability to reach, place, and retrieve library materials from 2 inches from the floor to 7 feet from the floor

To Apply

Please email a resume and three references to HR@cldandj.org.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.

The Community Library of DeWitt & Jamesville is an Equal Opportunity Employer. The Library does not unlawfully discriminate on the basis of a person's race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status.