

**CITY OF WAHPETON  
JOB DESCRIPTION**

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Job Title: Library Clerk-Part Time  
Salary Level: Hourly

Status: Non-exempt  
Approved by City Council:

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**JOB SUMMARY:**

This position performs semi-skilled duties as assigned regarding the operation of the library. Position works on a varied schedule, including evenings and some Saturdays scheduled for up to 15 hours per week, but not to exceed 29 hours per week.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide direct customer service to library patrons with respect and dignity and portray a courteous, pleasant impression of the library and its surroundings.
- Perform all circulation desk duties including, but not limited to, checking materials in/out; renewing materials; reserving items; collection of fines; creating/filling interlibrary loan requests for patrons; issuing/updating patron cards per library policy; shelving materials; reading shelves and checking shelves for lost material.
- Open/Close the library according to current procedures.
- Answer phone inquiries and direct calls to the appropriate person. Notify patrons of items reserved for them.
- Perform basic reference work, including assisting patrons in locating materials and with computer issues.
- Enforce library rules and maintain the library in a neat and orderly manner. This will include light daily custodial duties.
- Assist with library programs and displays.
- Be trained in preparing items for circulation.
- Participate in occasional training available for library personnel.
- Other duties may arise and be assigned as necessary.

## QUALIFICATIONS, EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

Position requires a high school diploma, or GED, and be proficient in using the internet, and general computer skills, including Microsoft Office products.

Employees must:

- Be able to learn, or have knowledge of, the Dewey Decimal System, the computer-based library circulation system, the ODIN online catalog system, library policies and other media/computer operations.
- Be able to work independently or with minimal supervision at times, if the need arises.
- Communicate effectively with staff, patrons and community members orally, in writing and by listening.
- Show flexibility in dealing with multiple tasks and patrons simultaneously.
- Show timeliness, dependability and be dressed in clean, appropriate attire.
- Complete a background check.

## PHYSICAL QUALIFICATIONS:

- Occasionally lift and move boxes/tubs of books.
- Be able to stand for extended periods of time.
- Be able to push a loaded book truck and carry books throughout the library.
- Be able to stoop, bend, squat and stretch for shelving purposes.
- Use motor coordination with finger dexterity (keyboarding, shelving materials), eye-hand coordination, for data entry and computer use. Should be conscious of appropriate ergonomics and workstation set up.

## **Employment Disclaimer**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.