

BETHALTO PUBLIC LIBRARY DISTRICT - JOB DESCRIPTION

Position: Clerk

Supervisors: Assistant Director

Hours per week: 10 to 20

Ages: college, adult

General Description: A Clerk is responsible for assisting patrons with circulation transactions in person and by phone and email, being knowledgeable about all library services, keeping the library neat and tidy, maintaining a welcoming attitude towards all library staff and patrons, and performing other tasks as assigned.

Duties for this position include, but are not limited to, the following:

- Assisting all patrons in person, by phone and email
- Performing all circulation transactions using Polaris automation system, including:
 - Checking in, checking out, placing holds and paying fines
 - Registering and renewing patron cards
 - Processing paging lists and courier deliveries
 - Handling overdue and billed patron accounts
- Being knowledgeable about all library services, including:
 - Library policies
 - Polaris online catalog
 - Databases (content, accessing, searching, printing)
 - Events/Programs (date, time, appropriate ages to attend, content)
 - Fundraisers (date, time, appropriate ages to attend, content, use for funds raised)
 - Illinois Heartland Library System, SHARE and courier delivery service
- Assisting all patrons with copying, scanning and faxing equipment
- Assisting all patrons with patron computer lab software, hardware and printing
- Assisting all patrons with donations to the library
- Adding new magazines to the collection
- Covering new books
- Emptying outdoor book drops
- Straightening shelves in assigned areas
- Shelving library items when needed
- Cleaning duties, including:
 - Straightening the front lobby in the mornings
 - Cleaning all circulation desktops, phones, bookshelves, keyboards, mice, towers, and monitors
 - Cleaning all patron computer keyboards, mice, towers and monitors
- Attending staff meetings
- Assisting during library events and programs
- Maintaining a welcoming attitude, including:
 - Greeting patrons

- Treating patrons with respect
- Having a friendly attitude towards all patrons
- Being alert
- Being interested in helping patrons
- Providing information to patrons

Skills required:

- Ability to communicate verbally and in writing with other library staff and with the public
- Ability to follow verbal and written instructions
- Ability to file library materials alphabetically and numerically
- Physical ability to push and pull loaded book carts
- Physical ability to bend, stretch, kneel, and climb on and balance on a kick stool
- Physical ability to lift 25 lbs.
- Ability to work without direct supervision

Other requirements:

- Must be available to work evenings and weekends, as required by a set schedule
- Must be willing to work with others and be cooperative with all library staff
- Must be willing to carry out additional duties not already listed above