

Smithton Public Library District | Library Clerk (Part-time, EVENING & SATURDAY HOURS)

Position Definition

Performs responsible and varied para-professional work in issuing and receiving library materials, with an emphasis on assisting patrons in using library services and facilities.

Specific Duties

- ✓ Greet and assist library patrons in person and on the phone
- ✓ Perform circulation tasks such as:
 - check out and check in materials using library software
 - shelve materials, maintain item hold shelf for patron requests
 - ability to handle money and count change
- ✓ Develop library displays under the guidance of the Library Director
- ✓ Straighten the library's shelves and patron areas to maintain organization
- ✓ Other duties as assigned

Supervised By: Receives general supervision from the Library Director.

Qualifications, Education, Experience, and Skills Required

- ✓ At least 16 years old
- ✓ One year clerical or library experience preferred
- ✓ Ability to use computer proficiently
- ✓ Ability to follow written and oral instructions
- ✓ Ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures
- ✓ Ability to create courteous pleasant first impression of library
- ✓ Ability to establish good patron rapport
- ✓ Familiarity with Canva preferred

License or Certificate: Not applicable; on the job continuing education required.

Additional Requirements

Ability to lift up to 20 lbs over the head to shelve books on high shelves and to place the same weight at floor-level to shelve books on low shelves. Ability to stand or sit for up to 6 hours at a time. Must be able to effectively operate a computer in the execution of daily tasks. Employment is contingent upon successful completion of a background check.

Work Hours (regularly scheduled 14.25 hours per week; may be asked to fill in other days, as needed)

Part-time, Tuesdays 4 pm to 8 pm, Thursdays 4 pm to 8 pm, Fridays 4 pm to 6 pm, and Saturdays 8:45 am to 1 pm

Hourly Pay

Minimum Wage, currently \$14.00/hour

Benefits

Sick Pay and Paid Time Off

TO APPLY

Applicants should turn in an application form, **along with a cover letter**, to Jenna Dauer 109 S Main St, Smithton, IL 62285, in person, by mail, or email smithtonpl@smithtonpl.org.

Review of applications continues until position is filled with preference given to applicants with materials submitted before Friday, September 6, 2024 at 6 pm.

Preferred start date: week of September 16, 2024.

Application For Employment

Smithton Public Library District
109 S Main St, Smithton IL 62285

Please print legibly.
The application must be fully
completed (front and back)
and be accompanied by a
cover letter to be considered.

Personal Information

Name

Address

City

State

Zip

Phone Number

Email Address

Position

Position You Are Applying For

Available Start Date

Desired Pay

Employment Desired

Full Time

Part Time

Seasonal/Temporary

Education

School Name	Location	Years Attended	Degree Received	Major

References

Name	Title / Relationship	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Printed Name:

Signature:

Date:
