Pleasant Hills Public Library Job Description

Job Title: Library Clerk
Reports To: Library Director
Status: Part-Time

Summary:
Library clerks work at the front circulation desk and help library customers as well as other staff members.

Essential Duties and Responsibilities:
-Greeting library patrons and helping to find needed materials by using the online system
-Checking out items to patrons/checking in returned items from patrons
-Assisting patrons using the public computers and online catalog
-Registering new library cards and re-registering expired cards
-Collecting fees and handling other monetary transactions
-Assisting patrons with the printer/copy/fax/scanning machine
-Answering the telephone
-Shelving books and keeping the library's collection organized
-Emptying drop-off box

Other duties may include:
*Assisting in the Children's Library/downstairs as needed
*Opening/closing the library, including balancing cash drawer at closing
*Finding and sending books requested by other libraries; checking in items received through county library delivery system
*Other duties as assigned when necessary

Qualifications/Experience:
-Previous experience in customer service and dealing with the public
-Necessary computer skills to use the library's circulation system & work email account; must have a strong knowledge of Office 365 products to help patrons when needed
-Aware of popular reading materials to help patron locate items
-Must have scheduling flexibility and be able to work evenings and weekends

Must have, or be able to obtain, valid PA employment clearances
(PA Child Abuse/PA Criminal Record Check/FBI Criminal Background Check)
Must have high school diploma/GED equivalency

Physical and Environmental Conditions:
Work is performed in a library setting and in close proximity to other workers.
Physical demands include lifting and carrying moderately heavy stacks of books, pushing moderately heavy carts, and standing for long periods of time during a work shift.