

JOB TITLE: EVENING DESK CLERK – MT PLEASANT PUBLIC LIBRARY
REPORTS TO: HEAD OF CIRCULATION AND DIRECTOR

JOB SUMMARY:

Performs paraprofessional and patron service work to include assisting patrons in using the library and its resources and helping the professional staff maintain the library's resources and services.

EDUCATIONAL BACKGROUND:

Must be a high school graduate or the equivalent.

JOB REQUIREMENTS:

Must be able to alphabetize, have basic math abilities and have effective oral and written communication skills. Must have the ability to perform basic clerical work that would require preparing, organizing and maintaining records, reports and library patron records. Must be able to operate a computer and other equipment necessary to performing assignments. Must be able to carry and shelve books. Must be outgoing and willing to provide excellent customer service.

ESSENTIAL JOB FUNCTIONS:

Uses computer to check in returned materials from patrons. Manages patron fines and accesses books for damages. This means staff will sit for a period of ½ hour to 2 hours at a time. Requires staff to be able to load books on carts and push book carts weighing up to 200 pounds. Must be able to shelve books on all shelves.

Mends materials, which requires using hands to glue, tape, and reinforce binding, pages and covers of books and other materials. Requires sitting, bending and turning.

The Head of Circulation or Director may assign other duties as they become necessary.

HOURS:

Monday 5pm -8pm

Tuesday 5pm – 8pm

Wednesday 5pm – 8pm

Thursday 5pm – 8pm

Every other Friday 2:30 – 5:30pm

Every other Saturday 8:30am – 2pm

You may be asked to fill in for someone who is absent. This will require additional hours not to exceed 29.5 hours per week.

Pick up an application or send your resume to 307 E. Monroe St. Mount Pleasant, IA 52641