

Library Clerk

This position is responsible for staffing the Circulation area of the Library, and performing all the functions associated with that area. This is a six plus hour per week position which will include evenings and Saturdays. Some flexibility in scheduling is needed, including availability to work hours over six per week on occasion. Required for this job are excellent customer service skills, an ability to perform duties effectively, knowledge of Gmail and Google Drive.

Duties and Responsibilities

- Greet and assist Library users in the Circulation and Computer area, employing effective customer service skills.
- Perform all Circulation Desk functions, including: check in, check out and renew Library materials; inform Library users of the status of their Library records; issue new Acton and Portland Public Library cards; assist Library users in locating and retrieving Library materials; field requests for new acquisitions and Interlibrary Loans; generate overdue report and call overdue patrons; assist Library users in photocopy, fax and lamination; receive phone calls and voicemail, and assist callers as necessary; notify Library users of materials being held for them; collect and process fines and other library fees.
- Record activity of Circulation Desk functions for statistical information.
- Effectively use Glades-New Dewey System to shelve nonfiction books.
- Shelf Library materials; shelf-read and keep materials in good order.
- Cover the Children's area as necessary and facilitate programs as needed or directed.
- Perform or assist in Library opening and closing procedures.
- Update Administrative reports as requested by the Director.
- Inform Library users of Library Conduct and Borrowing Policies, enforcing them when appropriate.
- Provide 48 hours notice if unable to work a scheduled shift. In case of emergency, the clerk must call the Director as soon as possible.
- *Attend and participate in community events and fundraisers offered by the Library as requested.*
- *Complete at least 4 courses per year (not to exceed 5 hours) through the Maine State Library Voluntary Librarianship Certificate program.*
- Familiarize self with Library Policies and Procedures such as Library Bill of Rights, Freedom to Read Statement, Circulation, etc.
- Process withdrawal of materials as requested by the Director.
- Update communication platforms as requested by the Director.
- Tidy the library by dusting, vacuuming, wiping counters, window sills and removing old event flyers from Community corkboard.
- May be assigned to book processing and mending and checking Best Seller Lists.
- Sort mail as it comes in, placing magazines and newspapers in their place and leaving bills for the Director.

Job Specifications

- High School diploma or equivalency.
- Library skills sufficient to accomplish the duties listed above, “transferable” skills, or the ability to learn those skills. In particular, the ability to learn the use of the Dewey classification system, and other Library procedures is required.
- Computer skills sufficient to perform the functions of the Library’s automated catalogue system, LibraryWorld.
- Ability to update communication platforms such as Facebook, MailChimp and Website.
- Basic computer and clerical skills and knowledge of Gmail and Google Drive.
- Excellent public service skills are essential.