



Saranac Clarksville District Library

61 Bridge Street
PO Box 27
Saranac, MI 48881

165 N Main St
PO Box 200
Clarksville, MI 48815

Part-Time Substitute Library Clerk

This position is considered a Reduced Hours, as needed position. Reduced Hours Employees are not entitled to paid time off, benefits, or insurance.

General Purpose: Performs a variety of routine clerical and manual tasks in circulating and processing library materials as well as providing services to library patrons.

Supervision Received: Works under the supervision of the Circulation Manager and Library Director. This position requires the ability to work alone and make sound judgements on situations that may arise, referring to library policies and procedures.

Schedule: As needed, including weekdays, evenings, and weekends as needed on a flexible basis. **Weekday evening availability strongly preferred.**

Salary: \$15.00 per hour

Duties and responsibilities:

- Serves the community by checking in and out library materials and issuing and updating library cards.
- Maintains a welcoming, accessible library environment.
- Provides reader advisory and reference services to patrons.
- Answers telephone calls as well as emails, providing information and/or assists library users.
- Catalogs new magazines and assists with processing new items for the collection.
- Assess library owned items for damage and mends them as required.
- Sorts, packs, unpacks, and processes materials being received and sent to other libraries.
- Assists library users in making copies, sending faxes and scanning documents.
- Collects money for copies, printing, faxing, scanning, and billed material, when necessary.
- Assists in maintaining library collections and facilities by straightening shelves, chairs, papers, magazines, dusting, and emptying drop-box daily.
- Maintains a clean library by providing end of the day cleaning including vacuuming, wiping down surfaces, including bathrooms, windows, doors, and removing trash as well as cleaning up throughout the day.

- Ensures current library policies and procedures are followed and enforces policies as necessary.
- Helping with programs as needed.
- Stays informed on library trends and technology, how it pertains to the library and is able to provide help to patrons needing general assistance.
- Creating and maintaining material library displays.
- Other duties as assigned.

Required Experience and Qualifications:

- Graduation from High School or GED and any equivalent combination of education and experience is required. Associates or bachelor's degree is preferred.
- Strong interpersonal, communication, and problem-solving skills.
- Familiarity with arrangement of library materials (i.e. Dewey decimal system).
- Computer and technology literacy.
- Access to reliable transportation.
- Ability to effectively communicate orally (in person and over the telephone) and in writing (using electronic and handwritten) in English with other employees, library community.
- Library or related customer service experience is strongly preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is required to use hands and fingers to feel, handle and operate objects, tools and controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must be able to lift books and may occasionally need to lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to focus.