

JOB OPENING: PCLS Russellville Library Clerk (part time)

The Pope County Library System (PCLS) is accepting applications for a Library Clerk at the Russellville Library. Candidates for this part-time position must have strong customer service skills and be available to work up to 19.5 hours per week (79 hours maximum per month). Regular hours of operation for PCLS Russellville are Monday - Thursday, 9:00 a.m.- 7:00 p.m. and Friday - Saturday, 9:00 a.m. - 5:00 p.m.; however, extended evening and/or weekend work shifts will occasionally be required.

Pay: \$10.00 per hour.

Job Duties

- Works primarily in Adult & Teen Department as customer service and support staff.
- Supports and promotes adult and teen programming, assists with library programs and outreach events as needed.
- Builds in house and digital displays.
- Maintains social media presence for Young Adult Department.
- Interacts with people of varying personalities, incomes, ages, and in a variety of situations.
- Assists in YA Collection development.
- Answers the phones and greets patrons. Provides users with general information about library services, directing them to other personnel as needed.
- Uses library automated circulation system to circulate materials to library users, processes holds, registers borrowers, collects fines/fees, empties book drop, and shelves library materials.
- Assists patrons in locating appropriate library materials and using library technology.
- Maintains good relations with public and staff.
- Other duties as assigned.

Physical Requirements

Duties can require extended periods of standing, walking, and sitting, as well as occasional stooping, kneeling, or crouching. Tasks can involve periods of reaching/pulling/pushing or lifting/carrying items weighing up to 40 pounds. Vision requirements include close vision and ability to adjust focus. Must be able to read and follow verbal instructions. The noise level is usually moderate.

Preferred Qualifications

Previous experience working in libraries, education, technology, or customer service. Ideal candidate will be outgoing, organized, and efficient and enjoy serving the public.

To apply, visit [this link](#) to download and complete an application. Email application (resume and cover letter are also encouraged but not required) to director@popelibrary.org, or mail to PCLS Director, Pope County Library System, 116 East 3rd Street, Russellville, AR 72801.