

JOB OPENING: PCLS Library Clerk (part time)

The Pope County Library System (PCLS) is accepting applications for a Library Clerk available to work up to 19.5 hours in any department at any PCLS branch location as needed (Russellville, Atkins, Dover, Hector, Bookmobile). This position will require flexible daytime, evening and/or weekend work shifts and reports to the Branch Managers and Assistant Director.

Pay: \$10.00 per hour.

Special Conditions of Employment

Valid AR Driver's license and acceptable driving record based on standards established by the Pope County Library System Board of Trustees.

Job Duties

- Works primarily as support staff for circulation and programming at all branch locations.
- Interacts with people of varying personalities, incomes, ages and in a variety of situations.
- 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, and empties book drop.
- Assists patrons in locating appropriate library materials.
- Maintains good relations with public and staff.
- Assists in department operations, including opening and closing the building.
- Accompanies and assists bookmobile driver on bookmobile visits as needed.
- Couriers books to the branches as needed.
- Supports adult, teen and children's programming as needed, including but not limited to performing story times, providing tutoring/homework help, assisting with technology programs/services, and working movie nights.
- Assists in any of the library departments providing support when workloads dictate.

Physical Requirements

Duties can require extended periods of standing, walking, and sitting, as well as occasional stooping, kneeling, or crouching. Tasks can involve 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.

To apply, visit <https://static.visionamp.co/rubix/20171103/pcls-application-66620.pdf> 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.