

JOB OPENING: PCLS Dover Library Clerk (part time)

The Pope County Library System (PCLS) is accepting applications for a Library Clerk at the Dover 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 Dover are Monday - Friday, 8:30 a.m.- 5:30 p.m.; however, evening and/or weekend work shifts will occasionally be required.

Pay: \$11.00 per hour.

Job Duties

- Works primarily as customer service and support staff for circulation and programming at the PCLS Dover Library.
- Answers the phones and greets patrons.
- Interacts with people of varying personalities, incomes, ages, and in a variety of situations.
- 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.
- Supports and promotes adult, teen and children's programming, assists with library programs and outreach events as needed.
- Assists in any area of the library providing support where the workloads dictate.
- 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 <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 asstdirector@popelibrary.org and dover.branchmgr@popelibrary.org.