



The Lima Public Library is seeking an enthusiastic, flexible, and service-oriented part-time Clerk II with a desire to exceed customer and Library expectations for our Circulation Department at our Lima, OH location.

Job Opportunity – Circulation Department (2 openings)

JOB CLASSIFICATION: Library Clerk II 20 hours/week \$11.28 per hour

MINIMUM QUALIFICATIONS:

High school diploma or equivalent. Ability to read, write and follow oral and written instructions. Must be able to work evenings and Saturdays. Any individual who may pose a direct threat to the health and/or safety of him/herself, staff, trustees, or the public in the workplace will be considered not qualified for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and write effectively and communicate in both written and oral form
Ability to follow written and oral instructions
Ability to meet and serve the public in a positive and pleasant manner
Ability to provide excellent customer service
Ability to create displays
Ability to learn basic acquisition, processing, circulation, statistical and inventory skills
Ability to perform routine maintenance on office equipment
Knowledge of library materials and formats
Must be familiar with (or willing to learn) Microsoft Word – able to create, format, and save documents
Must be able to shelve materials correctly
Must be adaptable to changing environment
Must work well with minimum supervision
Must work cooperatively with others
Must be able to use the library's catalog quickly and efficiently
Must be able to stand for long periods of time

TYPICAL DUTIES/RESPONSIBILITIES:

- Performs a wide variety of clerical and public contact duties
- Checks library material in and out accurately and efficiently
- Performs designated tasks, procedures, and customer service
- Assists patrons – help locate material, place holds, copying, Internet use, etc.
- Answers telephone
- Works knowledgeably with library media
- Issues library cards in accordance to established procedure
- Shelves library materials efficiently and reads shelves
- Performs inventory
- Creates and maintains various files and indices
- Assists in program preparation
- Performs additional duties as assigned

Posted: September 8, 2023

Deadline: September 13, 2023