



# FLORENCE-LAUDERDALE PUBLIC LIBRARY

## Library Clerk

Part-Time Position: Up to 19 hours per week

Announcement Date: Monday, January 10, 2022

Closing Date: Monday, January 24, 2022

Please email a cover letter, resume, and contact information for three references to Abby Carpenter, [abby@flpl.org](mailto:abby@flpl.org).

### Job Purpose:

Under the supervision of the Executive Director, or assigned department head, the Library Clerk performs responsible and varied professional work in the assigned areas. This position's duties demand extensive public interaction, and the employee must be continually positive and friendly while handling many simultaneous tasks in a busy environment.

### Essential Functions:

*The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Promptly answers all calls and requests for groups and individuals wishing to schedule a library meeting room.
- Keeps an accurate online meeting room calendar for staff to see daily.
- Posts a weekly list of groups scheduled to meet in each meeting room.
- Explains usage of library facilities, resources, equipment, and services as well as provides information about policies and procedures to potential meeting room users.
- Maintains a policy and procedure manual for the use of meeting rooms.
- Coordinates with the Collection Development Librarian to ensure payables for library materials are completed in a timely manner.
- May assist Collection Development Librarian in processing of materials.
- Assists in reconciling and maintaining acquisitions invoices.
- Counts, records, and delivers daily cash deposits.
- Maintains the Friends of the Library email list.
- Receives and responds to memorial/honorarium contributions.
- Assists in set up and take down for library programs.
- Assists in planning, developing, and implementing special programs and workshops.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

**Minimum Qualifications:**

Associate's Degree or equivalent required; supplemented preferably by one to two years of experience in libraries or in a professional office setting. Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all library policies, practices, and procedures necessary to function effectively in the position. Skilled in use of computers, including all Microsoft Office software, Google Apps, spreadsheets, and internet searching. Excellent written and verbal skills. Experience and demonstrated success in performing monetary transactions. Skilled in maintaining files and records in an organized manner.

**Work Conditions:**

- The primary work location is the Florence-Lauderdale Public Library.
- Must hold a valid Driver's License and be able to drive personal vehicle for library business.
- May be required to work flexible hours including some nights and weekends.
- Well organized, detail oriented skills are necessary.
- Ability to stand or sit for long periods of time.
- Ability to reach library materials at least three feet below and five feet above with a step stool or ladder.
- Ability to push carts and bins weighing up to 30 pounds.
- Ability to bend, stoop, twist, turn, and move furniture and library materials from place to place in the library.
- Ability to stand for a period of one hour or more.
- Ability to communicate effectively with all library users.
- Ability to anticipate and easily adapt to new and changing technologies.
- Ability to understand oral and written instructions.
- Ability to interact courteously and effectively with the public and with library staff.
- May be required to attend community programs outside normal business hours and outside the library.

**Hourly Rate:**

\$8.25-\$9.25 depending on experience