

## **SEDALIA PUBLIC LIBRARY**

### **JOB DESCRIPTION**

**POSITION TITLE:** Library Clerk

**TITLE OF SUPERVISOR:** Library Director

**JOB SUMMARY:**

The Library Clerk performs a variety of activities, in both the Adult and Children's Departments, including but not limited to, checking books in and out, shelving books, keeping shelves in order, and assisting patrons in computer use.

This is a part-time, entry-level position. Since this employee fills a specific need at a specific time, it is essential that he/she be present and on time to ensure continuity of service to the library public. It is necessary that this employee perform a multitude of functions.

**EDUCATION:** A minimum educational requirement is high school graduation or GED completion. Some college preferred.

**PHYSICAL QUALIFICATIONS:** Must have the stamina to be on his/her feet for several hours at a time; able to lift and carry at least 10 lbs; flexibility for bending and reaching to shelve books; and manual dexterity for using library equipment.

**OTHER QUALIFICATIONS:** This person must have a congenial personality, able to develop a rapport with both adults and children. This person must be dependable and must maintain a good attendance record. This person must have computer experience.

**TOTAL WEEKLY HOURS: 10.5 hours per week**  
(Mondays, Tuesdays, Wednesdays 5:00-7:00 p.m. and  
Sundays 12:45-5:15 p.m.)

**SALARY RANGE: (\$8.00 per hour -- \$9.25 per hour)**