

**Paul Sawyer Public Library**  
**Job Title: Youth Services Part Time Clerk**  
**Reports To: Youth Services Manager**

**Job Description**

Paul Sawyer Public Library has an opening for a part-time front desk clerk who performs tasks related to functions of the Youth Services Department and the circulation of library materials. The schedule includes days, evenings and weekends. High School diploma or GED required. Experience working in a library preferred. Must have reliable transportation and pass a background check.

Email cover letter with completed employment application to [HR@pspl.org](mailto:HR@pspl.org). Completed applications and letters may also be dropped off at the front desk of the library. **NO phone calls please.**

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Works Youth Services desk, assisting patrons using the library.
- Performs opening/closing procedures in work and public areas.
- Checks in/out limited materials, renewals and holds.
- Assists in assuring accurate library shelving by shelf-reading and re-shelving of materials.
- Straightens library materials on the shelves and shifts materials as necessary.
- Positively communicates and educates library patrons about services and policies.
- Welcomes patron inquiries and provides limited reference assistance from the desk.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in training of library volunteers.
- Attends staff meetings to learn all procedures and changes.
- Works on special projects as assigned by the Youth Services Coordinator.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities**

To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* - Responds promptly to customer needs; responds to requests for assistance; maintains customer confidentiality; meets commitments.

*Interpersonal Skills* - Personal contact with the public and fellow employees is continual, requiring strong communication skills, tactfulness, diplomacy, and good judgment under stressful situations, keeping emotions under control.

*Planning/Organizing* – Ability to work independently within a framework of assigned responsibilities; uses time efficiently. In order to accommodate the needs of the library, must be able to adapt to a change in work schedule, keeping in mind the library is open daily.

*Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**Physical Demands**

While performing the duties of this job, the employee must be able to communicate information and ideas so others will understand and be able to exchange accurate information in these situations. The employee must be able to remain in a stationary position 70% of the time; move about the office and department to access computers, library materials, and other office equipment; operate a computer and other office equipment; grasp library and other

materials; and position self to access library materials and other objects on low and high shelves. The employee must occasionally lift and/or move up to 30 pounds.

Paul Sawyer Public Library is committed to equal employment opportunity. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Exposure to dust and mold; ink on printed pages; strong scents.

### **Work Schedule**

Available upon request

### **Salary**

\$12.00/hour. 23 hour work week. Benefits package includes vacation leave, holiday pay, optional deferred compensation program and optional supplemental insurance.