**Job Title:** Library Staff/Clerk

**Location:** Athens Community Library

**Supervisor:** Library Board of Directors, and Library Director. The employee is hired by and receives policy and procedure directions from the Library Director, who receives direction from the Library Board. An employee evaluation will be conducted at least, but not limited to, once per year by the Library Director, who will present evaluation information to the Library Board. Athens Township Board is the fiduciary and oversees the budget for the library and owns the building where the library is housed.

**Oversees:** Teen employees and volunteers (does not handle discipline of a fellow employee).

**Notice** is hereby given that security cameras are positioned inside and outside the library.

**Notice** is hereby given that all employees and volunteers are subject to a background check, which may affect employment opportunities.

**Job Summary:** Library Staff will perform duties to serve patrons and the community, will demonstrate outstanding interpersonal skills, will maintain privacy, and will possess an in-depth knowledge of the library management system. To address this public relations role, all public contact concerning library business will be referred to the Library Director, who will refer it to the Board for their collective consideration and ultimate decision. This is an “at will” employment position, and the employee may be terminated at any time with or without notice by the Library Board of Directors.

**Duties and Responsibilities:**

* Opens the library following the opening procedures of the library handbook
* Supervises/assists patrons while in the library, such as but not limited to, faxes, copies, scans, using computers, etc.
* Assists patrons with internet access and ensuring their technical needs are met
* Helps patrons locate reference and leisure reading materials in the library and online
* Educates patrons on how to properly search for information using the library databases
* Assists patrons with MeL, Libby/Overdrive, and Hoopla, as well as other services our library offers
* Organizes the repair of damaged books
* Manages inquires over the counter and via email or telephone
* Registers new patrons and maintains/updates customer profiles
* Enforces policies and completes incident reports as needed within 24 hours of infraction
* Settles disruptions and/or disturbances in the library
* Possesses knowledge of and explains library policies, procedures, and programs to the public
* Advises Library Director or Library Board of patron concerns and needs
* Informs the Library Director of suggestions from patrons for material requests
* Checks materials in and out using the library management system
* Inspects the condition of books before and after check out to ascertain any damage on behalf of the customer
* Arranges and shelves materials correctly; implements the Dewey Decimal System
* Covers and prepares new materials for shelving
* Assists with weeding
* Maintains the library throughout the day (ensuring cleanliness and neatness)
* Promotes and assists with additional programs, such as, but not limited to, Summer Reading Program, Reading Counts, Grab and Go Craft Bags, Curb-side Service, and additional programing that is established
* Maintains library records and statistics and ensures they are up to date
* Maintains petty cash and prepares deposits, which are given to the Library Director.
* Manages the payment of fines.
* Follows the requirements for MeL transactions and shipping procedures
* Maintains the display cases with up-to-date materials
* Contacts patrons with regard to fines and fees, overdue books, reserve books, and MeL deliveries, etc.
* Organizes and hosts book sales, author signings, and other reading events
* Prepares the library for closing as explained in the opening procedures of the library handbook
* Completes a self-evaluation as assigned by the Library Director or the Library Board
* Abstains from discussing private matters concerning themselves or others within a work setting
* Respects the privacy or coworkers, supervisors, and patrons
* Other reasonable, work-related tasks as assigned by the Library Director or the Library Board

**Required Knowledge and Skills:**

* High School diploma or equivalent
* Research and memorization skills
* English, math, and computer skills,
* Attention to detail
* Strong oral and written communication skills
* Ability to work independently and as a team
* Ability to establish and maintain effective working relationships with the Library Board, the Library Director, and associates
* Ability to organize work for efficient use of time
* Ability to be self-directed
* Ability to keep records accurately
* Knowledge of library automations and proficiency with computer skills
* Ability to administer the activities of a public library
* Committed to excellence in customer service
* Ability to establish and maintain working relationships with the Library Board, the Library Director, and associates

**Work Schedule:** Ability to work flexible hours as position hours may vary. The Library Director establishes schedule. Consultation with the Library Board will take place if necessary.

**Qualifications:** This position requires that the employee have basic knowledge, skills, and ability in the public library setting. Knowledge, skills, and ability can be obtained from any combination of education, experience, and on-the-job training, which provides or demonstrates potential for performing required duties.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* When performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, and sit
* Use hands to grasp, handle, and feel library materials; to operate tools; and to operate computers/technology
* The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
* Ability to shelve books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
* The employee must occasionally lift and/or move up to 20 pounds.
* Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Equal Employment Opportunities:** Athens Community Library is an Equal Opportunity Employer and prohibits discrimination based on race, color, sex, gender identity, age, religion, national origin, height, weight, marital status, familial status, citizenship, handicap/disability, sexual orientation, genetic information, or as otherwise in accordance with all Federal or State law or local regulations. Furthermore, Athens Community Library will take affirmative steps to ensure the fulfillment of this policy. However, Athens Community Library will hire only those individuals who are legally authorized to work in the United States of America. Any discrimination on the part of an employee will result in disciplinary action including the possibility of suspension and dismissal.

An employee requiring an accommodation in order to perform his/her job must make a request to the Athens Community Library Board within 30 days from when he/she know or reasonably should have known he/she needed an accommodation.