

Full Time Library Clerk Position-Rogers Memorial Library, Southampton

Department: Technical Services

Job Description Summary:

The Technical Services Clerk is responsible for a variety of procedures which include shelving library materials and preparing items for circulation.

Responsibilities:

- Shelving returned books and other materials in their proper places on the shelves.
- Preparing materials for circulation including covering books.
- Retrieving items for interlibrary loans.
- Assists in maintaining the library's collection. Discarding, repairing and cleaning of materials.
- Shelf reading.
- Performs related work as required.

Qualifications:

- Possession of a high school diploma or equivalent.
- Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team.
- Ability to gain a working knowledge of basic library methods, techniques and procedures.
- Basic computer and office equipment skills.
- Ability to understand and follow written and oral instructions.
- Detail oriented.
- Ability to organize and prioritize work.
- Good physical condition as job requires, lifting, bending, stretching, walking, standing, etc.
- Ability to alphabetize and put items in numerical order.
- Willingness to learn new tasks in a changing environment.

Hours/Pay: 35 hours per week, 9-5 Monday - Friday. Sundays on rotation.
Starting rate of pay \$17.00/hour

Contact: Annmarie Davies, Head of Technical Services Department
Rogers Memorial Library
Send resume to adavies@myrml.org
or fill out an application online: www.myrml.org/jobs