



Part-Time Position

Position Title: Station Clerk
Classification: Library Assistant I
Hours /FLSA status: 12 weekly, non-exempt, Flexible schedule; evenings and weekends in rotation.
Location: Thompson
Reports to: Station Manager
Starting hourly rate: \$10.67

Position Summary: Provides direct public service and performs circulation and reference duties associated with the operation of the library.

Essential Job Functions: This list is illustrative, but not exhaustive for this position.

- Assists patrons by accurately checking in and out library materials.
- Provides general information about the library and provides reference assistance
- Helps patrons find items in stacks. Checks in interlibrary delivery bags and Search Ohio bins, and processes holds. Inputs new patron registrations and updates patron records
- Collects fines and fees. Verifies contents of materials before checking items in and out and renews materials using the computer system. Notifies patrons by phone or mail when reserved materials are available for pickup. Collects contributions for Friends of the Library and book sale donations.
- Collects candy money for Friends of the Library. Stocks baskets of candy/snacks. Checks email during every shift. Maintains copy machine and cash register. Checks in book drops.
- Reconciles daily cash register money and sends in delivery. Maintains clean appearance of circulation desk. Prints and processes daily hold shelf reports
- Performs necessary tasks involved in opening and closing building.

Minimum Knowledge, Skills, Abilities and Other Characteristics:

- Willingness and adaptability to work in a changing work environment.
- Must have basic computer skills.
- Ability to use and maintain office machines including personal computer and cash register.
- Ability to meet, talk to and work well with the public and staff.

Minimum Education, Experience, and Licensing Requirements:

- High school diploma or equivalent. Reliable transportation.

Physical Requirements:

- Position requires alternate standing, sitting and walking.
- Able to lift at least 10 pounds and occasionally up to 40 pounds. Able to push, pull and maneuver full book carts.
- Able to read a computer screen and book/media spine labels. Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, and office equipment.
- Able to bend, stretch, walk and/or kneel in order to shelve books on both the
- Highest and lowest shelving

Application Deadline: Position will be advertised until filled.

If interested provide: Resume, work references and Geauga County Public Library application.

Application form available on our website online at: <http://geaugalibrary.net> under About Us.

Apply via email: GCPL.recruiting@geaugalibrary.info

Geauga County Public Library – Administrative Center, 12701 Ravenwood Drive, Chardon, OH 44024

Posting date: 8/30/2017