Town of Suffield
Job Posting

Position: Library Clerk
Posted: July 22, 2019
End Date: August 5, 2019

The Kent Memorial Library seeks an individual with excellent customer service and communication skills to serve a diverse public. Performs a variety of clerical and library support activities for the Library by assisting library patrons and maintaining library materials and records. Employee must exercise tact and courtesy in all communication with library patrons.

Supervision Received:
Works under the general direction of Head of Circulation or the Children’s Librarian.

Supervision Exercised:
None.

Essential Duties and Responsibilities:

● Performs tasks at both the adult and children’s circulation desks. Collects materials from the book drop; checks library materials in and out, noting if they are damaged or have missing parts; registers patrons for library cards; prepares books to be shelved; maintains records. Collects fines for overdue and lost materials, and other miscellaneous fees (copier, printer).
● Prepares carts for shelving and regularly shelves books and reads shelves.
● Fields simple questions
● Based on assignment, may assist with implementing and promoting special programs, events and exhibits, interlibrary loan and with processing library materials after they are cataloged.
● Performs other duties as assigned.
● Work weeks may vary between 3 hours to 15 hours per week.
● Saturday work and a weekday night shift (5:00pm to 8:30pm) is possible.

Knowledge, Skills and Abilities:

● Possess strong technology skills
Minimum Qualifications:

High School Diploma or the equivalent. College degree preferred. One (1) year of library experience or in a customer service environment. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Special Requirements:

Knowledge of children’s literature, although not required, is also preferred. Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing.

Tools and Equipment Used:

Bibliomation Evergreen library system.

Physical and Mental 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. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand, sit, talk and listen. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and carry up to 25 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read and write and correspond effectively. The position requires the ability to solve practical problems and deal with concrete problems involving several concrete variables.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
**Hours:**

This year-round position may require weeknight duties from 5:00pm - 8:30pm and Saturdays as needed. Additional availability in the daytime is a plus. Hours will vary and could be as much as 15 hours a week when other staff are on vacation.

**Compensation:**

$14.79 per hour.

**Benefits:**

This position is considered casual employment and not eligible for benefits.

**How to Apply:** Applications can be found on the town web page at [www.suffieldct.gov](http://www.suffieldct.gov) under town departments/Human Resources. Submit application along with resume by closing date of posting. Mail or email application and resume to: The Town of Suffield, Attention Karin Ziemba, Human Resources Director, 83 Mountain Road Suffield, CT 06078 kziemba@suffieldct.gov

*The Town of Suffield is an equal opportunity employer m/f/d/v.*

*The above posting is intended as a guide and is not a complete description of the position or process.*