

# OAK HARBOR PUBLIC LIBRARY

## Adult Clerk

**Pay Rate: \$10.00/hour**

**Benefits:** Sick and vacation leave and membership in the Ohio Public Employees Retirement System (Employer contribution is 14% toward employee's OPERS retirement account)

## Job Responsibilities:

- Performs circulation procedures in the areas of charging and discharging of loan materials; accepting and computing of fines; registering new borrowers; processing overdues, reserves, and interlibrary loans; and keeps related records and statistics
- Shelves library materials accurately
- Packs and unpacks library materials
- Assists patrons in solving circulation problems and concerns. Assists with accessioning, repairing, and discarding books and other materials
- Performs general reference and reader's advisory to patrons, assisting patrons in using library
- Answers telephone and fax queries
- Operates cash register
- Performs digital archives
- May be assigned other duties which are necessary for the efficient operation of the Library

## Requirements and Qualifications:

- High School Diploma or GED required
- Strong computer skills required
- Customer service skills required
- Ability to perform the major functions of the position required
- Ability to learn library routines, rules, procedures, and policies
- Commitment to excellent public service is required
- Ability to work with limited supervision; adaptability to change
- Ability to work as a team player
- Ability to maintain confidential integrity as required
- Ability to multi-task, prioritize, be organized, and efficient
- Enjoys working with people
- Must be able to meet the flexible scheduling requirements of the library
- Possession of valid driver's license or transportation as needed is required

## Physical Demands:

***Must be able to bend, reach, and have the ability to lift up to 30 pounds. This position requires alternate standing, sitting, and walking.***

***The chosen applicant MUST PASS a criminal background check.***