

Mars Area Public Library

Circulation Clerk P/T Position Available (5/8/2023)

Do you enjoy helping people? Are you an avid reader? Would you love to work in a small public library with a great team of creative thinkers? The Mars Area Public Library is seeking a part-time clerk interested in working in a busy library environment.

Responsibilities include, but are not limited to:

- Working the front circulation desk.–registering patrons for library cards, processing customer holds and requests, checking in and out library materials, answering the phone, providing quality customer service.
- Shelving and organizing books.
- Providing basic computer instruction and assistance.
- Overseeing the opening and closing process of the library as needed.
- Preparing new library materials for processing.
- Assisting with special library events
- Excellent communication skills and the ability to work well with the public and coworkers.
- Creating unique book displays.

Preferred Qualifications:

- Familiarity with popular titles and authors preferred;
- Familiarity with online catalog, MS Windows and MS Office, electronic databases, Internet searching, and experience with library circulation software preferred;
- Be customer service oriented with excellent people skills
- The physical ability to bend, stoop, stand for long periods of time, and lift heavy loads (25+ pounds);
- PA State Criminal Background Check, PA Child Abuse History Clearance, FBI Fingerprint Criminal Record

Schedule:

Mondays and Wednesdays 3-7pm (can start as late as 4 to accommodate school hours if needed)

Saturdays 9am - 4pm (10am-2pm during summer months) ; 1-2 per month on rotation and as needed

Additional shifts available as needed.

Salary: \$10.00/hr

If interested, please send an email to: cboland@marslibrary.org

Subject Line: Library Clerk Position. Please attach resume and short cover letter. Resumes will be accepted until the position is filled. No phone calls please.