

Job Title: Library Clerk

Reports to: Library Director

Exemption Status: Non-Exempt

Employment Status: Part-Time

Salary Range: \$15.00 per hour

Position Summary

Under general supervision, the Library Clerk serves as a friendly and knowledgeable point of contact for patrons, helping create an inclusive, welcoming, and accessible public library environment. This position supports daily library operations by assisting patrons of all ages and backgrounds, connecting them with library resources and services, and ensuring materials and spaces are well organized and inviting. The Library Clerk works collaboratively with library staff to promote lifelong learning, community engagement, and equitable access to information.

Essential Functions

- Performs opening and closing procedures
- Greets patrons, answers the phone, and relays messages to appropriate staff
- Performs circulation functions including check-in, check-out, and patron holds
- Assists patrons with basic reference, directional, and readers' advisory questions
- Issues and/or updates patron information for library cards
- Troubleshoots minor technology problems for patrons
- Shelves library materials accurately
- Conducts shelf reading and general straightening to maintain a clean and organized library
- Collects fines, fees, and donations and keeps payment records
- Attends occasional workshops, meetings, or online training
- Helps create, stock, and publicize displays
- Suggests programs and book requests to Library Director based on patron interests
- Assists with setup and support for library programs, events, and outreach activities
- Washes and dusts shelves, wipes surfaces, cleans computer screens, maintains clean toys in the youth room, and tidies the library daily
- Adheres to library policies, confidentiality requirements, and safety procedures
- Other duties as assigned

Essential Knowledge, Skills, and Abilities

- Knowledge of customer service principles and practices
- Ability to follow written and verbal instructions
- Ability to perform basic computer functions
- Ability to work independently and as part of a team
- Ability to maintain confidentiality of patron records

Physical Demands

- Ability to stand, walk, sit, bend and reach for extended periods
- Ability to lift and carry library materials weighing up to 25 pounds
- Ability to push carts weighing up to 50 pounds

Qualifications

- Minimum: High School diploma, GED/equivalent, and two years of customer service experience
- Preferred: LTA or associates degree with at least one year of customer service experience

Special Requirements

- Employment is contingent upon successful completion of a background check
- Must be able to work a flexible schedule, including evenings and weekends assigned

Equal Employment Opportunity

Oglesby Public Library District is an Equal Employment Opportunity Employer. We value diversity and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status in accordance with applicable laws.

Americans with Disabilities Act (ADA)

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.