

**CITY OF CROWLEY**  
**LIBRARY CLERK - ENTRY LEVEL (PART TIME)**

**Pay Grade: 106**

**FLSA: Non-Exempt**

**Pay Range: \$14.07 - \$20.62 Hr**

**JOB SUMMARY**

Under the supervision of the Library Director, provides a high level of service in interaction with patrons, community leaders, service providers and fellow employees. Performs all functions of the circulation desk involving basic support services and routine circulation, shelf maintenance and clerical functions using automated circulation system. Assists patrons with locating and using library materials, including electronic resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential functions may include any of the following duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change at any time by the employer.*

- Provides reference and reader's advisory assistance to patrons.
- Provides instruction regarding the use of the public access computers, OPAC, library collection, databases and electronic resources.
- Promotes library programs and services.
- Programs include but are not limited to story time, summer reading programs, school and community outreach.
- Communicates effectively, courteously and tactfully with patrons, staff, volunteers, community leaders, vendors and other service providers in person, in writing, via email, phone and the internet.
- Registers new patrons.
- Answers telephones and provides routine information or refers and transfers calls.
- Ensures that circulation desk is fully stocked and identifies supplies as needed.
- Responsible for maintaining circulation of materials to the public.
- This includes charging items in and out, shelving, weeding, etc. Initiates contact with patrons concerning overdue materials, fines and/or fees.
- Collects and accurately reports monies for fees, fines and donations.
- Responsible for maintaining the public areas of the library, including display areas.
- Operates a variety of standard office and library equipment.
- Performs other duties as assigned.
- May be required to work extended hours on evenings and weekends.
- Communicates with Library Director regarding any problems, issues or concerns.
- Regular attendance and punctuality are an essential function of this job.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the digital world and its application to public library.
- Knowledge of customer service methods and techniques.
- Knowledge of computers and related equipment, hardware and software to perform data entry review, retrieval and research.
- Skill in effective oral and written communications.
- Ability to work with others effectively as a team and to work independently without direct supervision.
- Ability to perform successfully in a high-paced library environment.
- Ability to multi-task, learn quickly and adapt to changes.
- Flexibility in work habits and scheduling and ability to perform multiple tasks simultaneously under time constraints.
- Work is performed in a public environment. May be subject to repetitive motions such as typing, data entry and vision to monitor.
- Must be able to stand for up to 2 hours, push, pull or lift up to 30 pounds, bend, and reach up to 84" with a step stool.

**EDUCATION, EXPERIENCE AND CERTIFICATION**

- A high school diploma or the equivalent.

- Customer service experience desired.
- Experience with cash handling.
- One year of volunteer or paid professional library experience is preferred.
- Must possess a valid Texas driver's license.
- Must pass pre-employment drug screen and criminal background check.