

Edith B. Ford Memorial Library  
Job Description

POSITION TITLE: Library Clerk  
REPORTS TO: Library Director  
FLSA STATUS: Part time, non-exempt  
DATE: May 2024

**POSITION SUMMARY:**

Works to support basic library operations and to maintain a safe, clean library environment.

**ESSENTIAL FUNCTIONS:**

**DUTIES AND RESPONSIBILITIES**

**Daily and AS NEEDED Tasks:**

- Strict adherence to library policies & procedures.
- Shelve regular and specialized collections according to library standards.
- Create displays including preparing display theme and locating materials.
- Prepare rooms and/or materials for programs. Return rooms to pre-program state.
- Attend programs, assist, and participate, as needed, including programs held off-site.
- Pick up programming items needed at Ovid Big M.
- Clean book kit materials and library supplies, as requested.
- Provide books and flyer distribution at periodic Foodlink truck with co-worker & trustee.
- Hang flyers in village businesses, as needed.
- Participate in library fundraisers and community events, as requested, including events held off-site.
- Prepare & stock hot beverage stations.
- Collect & remove trash around the library property, including wooded area behind library.
- Perform Circulation Desk duties according to library standards including: check-in & check-out of library material; answering telephone; assisting with public use of printer/copier/scanner/fax; accepting payments and donations; reading and answering email; sorting and preparing system delivery materials; placing holds; etc.
- Remove seasonal debris from library patio, entrance and sidewalks: acorns, leaves, snow, tree branches. Salt sidewalks, as needed.
- Remove weeds from library plantings on property. Assist with gardening.
- Assist with re-organizing efforts in Mechanical Room, Forge, Storeroom, Sever Room, Staff Offices & Teen Room.
- Participation in staff trainings, workshops and continuing education opportunities.
- Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Occasional lifting boxes of books, storage materials up to 50 lbs.

Occasional snow shoveling, raking and use of wheelbarrow.

Ability to reach, squat, bend.

Ability to walk independently around the village.