



Roachdale Public Library

Crossroads of Knowledge Since 1912

The Roachdale Public Library is looking for a part-time Library Clerk!

Do you enjoy reading, researching, and helping others?

As a Library Clerk, your days would be a mix of:

- Providing excellent customer service at our front desk by answering question
- Giving reading recommendations
- Providing computer, printer, and faxing assistance
- Assisting patrons with check-ins and check-outs
- Assisting with program preparation and some in-person programming
- Giving instructions on how to use the online card catalog, Libby & OverDrive, the Internet and other digital resources.
- Re-shelve and organize library materials (books and movies)
- You'll also process holds and reserves, look up available materials, and perform general cleaning duties (dusting, sweeping, etc.).

While training for job-specific duties is provided, all applicants must demonstrate good customer service, technology skills, and an attention to detail.

You must be able to navigate the internet, log onto the internet with a handheld device (phone or tablet), perform basic research online, and be able to provide instructions to others on how to do the same.

This opening is a job share with our current clerk and would be an average of 15 hours weekly. Hours would generally be Thursday & Friday between 10:45am-5:15pm, and 2 Saturdays per month 10:45am-3:15pm. You would need to have some schedule flexibility to assist in other hours as needed.

The Roachdale Public Library is open Monday 11am-6pm, Tuesday-Friday 11am-5pm, and Saturday 11am-3pm. All applications should be completed and e-mailed to roachdalepubliclibrary@gmail.com for consideration. Questions? E-mail us!