

**QUINCY PUBLIC LIBRARY
QUINCY, ILLINOIS 62301**

POSITION OPEN

CLASSIFICATION: Clerk

DEPARTMENT: Collection & Delivery Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Use the automated circulation system to charge materials, renew materials, discharge materials, collect fines/fees, manage requests and register borrowers for library cards; assist patrons with the location of library information; shelve materials; maintain collection order; place program reservations. Assists with delivery service including deliveries to local institutions or homebound patrons. Assists with picking up book drops, filling hold lockers, and filling book kiosk. Performs other duties relevant to the position as assigned.

QUALIFICATIONS:

High school diploma or GED required. Associate Degree preferred. Library experience or customer service experience preferred. Excellent oral and written communication skills. Clean driving record and valid driver's license required.

Knowledge of personal computers and related hardware, electronic mail, Internet, office software, and document imaging. Ability to learn computer programs or software and use them effectively to perform duties. Skill in organizing and prioritizing multiple responsibilities within an assigned framework. Ability to work with patrons in a friendly and tactful manner. Skill in checking information for accuracy and completeness, ability to correct errors. Ability to excel as a productive and positive team member. Ability to contribute to a positive work culture that fosters excellent customer service and teamwork. Ability to use alphanumeric order.

Extended periods of repetitive hand work is required. Extended periods of using a computer or other electronic device is required. Extended periods of sitting, standing, and walking is required. Ability to lift, push, carry, and/or pull moderate to heavy materials is required.

RATE OF PAY: \$11.50 per hour

HOURS: Part-time, approximately 20 hours per week with a varying schedule, including days, evenings, and weekends.

APPLICATION FORMS AVAILABLE AT:

Quincy Public Library
Administrative Office
526 Jersey Street
Quincy, IL 62301

The Library is an Affirmative Action / Equal Opportunity Employer
Posted 3/2/21