

Now Hiring: Part-time Library Clerk

Enclosed are the job description/requirements as well as our application for employment. The current opening requires an applicant with several days a week of daytime availability and the ability to work some Saturdays each month (under our normal hours.) Library Clerk starting pay is \$9 an hour, and beginning Clerks can expect between twelve and fifteen hours a week.

Deadline for application is Friday, Oct. 16th.

NOTE FOR THE ONGOING COVID-19 SITUATION

Our current service structure still involves direct communication and assistance for patrons, but provides for a greater degree of separation than under normal circumstances. Employees are required to wear a mask while in public areas or around patrons/coworkers. Curbside Delivery is offered and is a key responsibility of Library Clerks. Our current operational hours are 10am-6pm, Monday through Friday. These modified services have been progressing throughout the pandemic situation, and will eventually move back to our standard operational expectations.

PART-TIME LIBRARY CLERK

NATURE OF WORK

This person works directly with the public at the circulation desk and by phone, cooperating with one or more coworkers. Primary responsibility is to provide patron assistance and keep library materials orderly and available. The employee reports to an assistant director.

EXAMPLES OF DUTIES

- Helps patrons with check-outs, renewing, and other materials needs.
- Shelves library materials, reading labels on shelved books and maintains correct order.
- Assists in running office machines.
- Assists patrons in locating materials in the library.
- Assists patrons in operation of catalog and public computers.
- Assists patrons with library card applications and preparation of library cards.
- Collects fines and fees for overdues, copies, etc.
- Answers phones, providing services such as book renewals, catalog checks, reserves, etc.
- Answers inquiries of a reference nature on telephone and in person and refers persons requiring professional assistance to a librarian.
- Makes photocopies, prepares displays, unpacks books ordered, and other required tasks.
- Implements library policies and procedures.

CRITICAL REQUIREMENTS

- Desire to meet and serve the public with an open mind toward patrons of all walks of life.
- Problem solving skills.
- Good communication skills, both with patrons and coworkers.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to promote good relationships with library users and represent the library in a positive manner.
- Self-motivated to initiate and complete necessary tasks.
- Able to navigate personal computers, ability to learn circulation software, and willingness to assist patrons with software and internet questions.
- Physical requirements include but are not limited to sitting, standing, pushing carts, lifting, stooping, reaching, and operating a personal keyboard. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants should fill out the following form (or provide a resume) and either submit it in person to our Cookeville circulation desk or email it to programs@pclibrary.org. Deadline is Friday, Oct. 16th. Please reach out to the above email address with any questions you may have regarding this position.

Application for Employment: PCL Part-Time Library Clerk

50 East Broad Street
Cookeville, TN 38501
(931)526-2416

Please write clearly. Be as specific as possible in your description of past and present experiences, training, and education. Answer all questions fully and accurately. If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for not applicable. If you are including a resume and information requested is already there, write "See Attached."

Name: _____ Date: _____

Preferred Pronouns: _____ Address: _____

Telephone: _____ Email: _____

Are you currently employed? Yes _____ No _____

If yes, may we contact your present employer? Yes _____ No _____

Are you over 16 years of age? Yes _____ No _____

Our regular hours are 9am-8pm Monday through Wednesday, 9am-7pm Thursday and Friday, and 10am-5pm on Saturday. For scheduling purposes, clerk applicants need at least 20 hours of availability for consideration. For an average week, list any days or times you are unable to work, within our hours:

EMPLOYMENT EXPERIENCE

Provide the information requested below beginning with your present or most recent job.

1) Employer _____

Dates Employed _____ Supervisor _____

Address _____ Telephone _____

Job Title _____ Work Performed _____

Reason for Leaving _____

2) Employer _____

Dates Employed _____ Supervisor _____

Address _____ Telephone _____

Job Title _____ Work Performed _____

Reason for Leaving _____

EDUCATION

List institutions and education level completed

High School/GED: _____

College/University: _____

PERSONAL REFERENCES

(other than individuals listed under Employment)

Name: _____

Telephone: _____ Email: _____

Relationship: _____

Name: _____

Telephone: _____ Email: _____

Relationship: _____

Describe specialized training, skills, honors received and relevant extra-curricular activities.

State any additional information you may feel may be helpful to us in considering your application.

By signing and submitting this application, I hereby certify, understand, and agree that all information I have entered is accurate and truthful to the best of my current knowledge.

Applicant Signature _____ **Date** _____

Received applications will be kept on file for at least six months from listed date, and will be referred to as positions open at our facility. Applicants will only be contacted if they are to be considered for an interview.