



26 West Tisbury Rd • Edgartown, MA 02539 • edgartownlibrary.org

Seasonal Library Clerk

Statement of Duties

The Seasonal Library Clerk will assist patrons in use of public computers and location of materials, shelve books and materials, provide summer program support and help with special projects. The Library Assistant performs many support activities involved in operating a library by assisting the professional librarians following established rules and procedures and policies.

Supervision

Works under the general direction and supervision of the Circulation Supervisor who issues instructions, spot checks work or requires cross-checking by other personnel. The Employee has access to patrons' confidential information.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- On occasion, may relieve regular library staff during breaks at the circulation desk, completing basic tasks such as such as loaning materials using the consortium based integrated library system, and reserving books in accordance with unit guidelines.
- Supervise computer use and train others in the use of the computer
- Instructs patrons in the use of media and equipment and operates equipment
- Orients patrons to the library by informing them of services available and the location of media, by recommending media and by explaining use of the Public Access catalog
- Provides roaming reader's advisory and reference service.
- Troubleshoots and instructs patrons on computer technology.
- Operates and maintains audiovisual equipment
- Assists in the promoting of programs for patrons
- Conducts new user orientations
- Maintains the collection by recommending what media will be mended and by shelf reading
- Performs related duties as required.

Education and Experience

High School Diploma a plus. Prior library or bookstore experience a plus.

Knowledge, Ability and Skill

Employee should have considerable knowledge of:

- Library services.
- Must be able to alphabetize and serialize numbers quickly and accurately.
- Skill in using standard computer applications, especially MS Word, Excel, and Gmail

Employee should have the ability to:

- Communicate with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.
- Represent library in a professional manner
- Ability to relate effectively to library patrons of all ages and to co-workers.
- Use diplomacy and tact to establish and maintain relationships with staff, outside businesses, organizations, and patrons.
- Manage time effectively and remain on task despite interruptions.
- Troubleshoot computer and network problems.
- Demonstrate creativity, flexibility, patience, tact, and a positive attitude.
- Maintain poise in a busy setting serving patrons and staff with high expectations.
- Enjoy learning as well as teaching.
- Ability to learn about innovative technologies to be able to assist the public.