

Customer Service Position

1. Qualifications
 - a. High School Diploma Required
 - b. Computer Literacy Required
 - c. Library Experience Preferred
2. Requirements
 - a. Basic knowledge of library materials and equipment
 - b. Basic knowledge of library procedures and techniques
 - c. Computer literate
 - d. Ability to learn and apply necessary computer applications
 - e. Ability to perform clerical tasks relevant to job assignments that include typing and word processing skills; written and oral communications
 - f. Ability to meet and serve library patrons using strong interpersonal skills
 - g. Ability to work positively and effectively with library staff members
 - h. Ability to make sound decisions and work independently
 - i. Ability to be flexible in work assignments and hours based on the needs of the library
 - j. Ability to handle the physical aspects of the job but are not limited to sitting, standing, moving, manual dexterity required for computer work, and lifting materials and equipment up to 35 pounds
3. Type
 - a. Part time or full time hourly position as determined by the Library Board of Trustees
 - b. Work times and responsibilities vary and are flexible according to the needs of the library
4. Compensation
 - a. Hourly wage of \$14.00 an hour and benefits to be determined by the Library Board of Trustees
5. Responsibilities
 - a. Works under the supervision and direction of the Library Director/Library Manager
 - b. Learns the operation of the circulation desk computers and applications and related library equipment, materials, applications and procedures as assigned
 - c. Promotes and maintains a positive working relationship with all library employees
 - d. Promotes and maintains positive public relations with all library patrons, school employees and students
 - e. Adheres to Library Rules and Guidelines related to, but not limited to, working conditions, employee conduct and dress code-refer to library policy sections
6. Duties
 - a. Performs tasks involving the circulation desk and related duties as assigned
 - b. Performs day to day tasks as referenced section 5000 personnel, section 5100.1 Job Descriptions
 - c. Assists other library personnel as assigned or necessary
 - d. Performs other duties as assigned according to the needs of the library