

TOWN OF CLIFTON EMPLOYMENT OPPORTUNITIES

Library Clerk

HOURLY RATE OF PAY: \$15.00-\$16.05 (full-time) 40 hours

per week **OPENING DATE: 07/01/2024**

OPPORTUNITY: Open Competitive

CLOSING DATE: 07/17/2024

FLSA: Non-Exempt

EXAMPLES OF WORK PERFORMED: (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

*Assists library patrons and community members with their needs. Examples include locating available resources, and tech help with computers and various tech devices.

*Preparing, and organizing library materials. Duties include cataloging books and library items, shelving books, checking materials in and out, registering new patrons and issuing library cards.

*Responsible for daily library operations such as preparing and maintaining appropriate records pertaining to library items, circulation, and program attendance.

*Facilitate library programs for various age groups and locations. Examples of programs are STEM, reading clubs, summer reading program, take & make, author visits, and story walks. Examples of locations are the library, little free library, story walks, book nooks, and local parks.

*Cleaning duties include proper use of PPE, cleaning and tidy up library spaces.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*Proficient knowledge of the alphabet, verbal, reading, and filing skills (both alphabetical and numeric).

*Computer skills are required.

*Ability to establish and maintain an effective working relationship with other employees and the public. Maintain confidentiality.

*Must be able to lift 40 pounds.

*Must be 18 years or older

*Flexibility with duties, work hours, and schedule. Participate in trainings.

DESIRABLE EXPERIENCE AND TRAINING

Graduate from standard High School or GED. Computer skills are required. Familiarity with standard library operations. Inclination to learn and utilize new skills, equipment, and programs. Proficiency in Spanish desirable but not required.

SPECIAL PROCESS:

Applications/resumes will be screened for the minimum qualifications and special requirements.

Applicants meeting the minimum qualifications and special requirements will be placed on an eligibility list.

The selection committee will contact candidates they wish to test and/or interview.

JOB INFORMATION LINE (928)865-4146 An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Town of Clifton does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services.