



PART-TIME POSITION OPEN: Part-Time Library Clerk 1

DEPARTMENT: Circulation

DATE AVAILABLE: Immediately

HOURLY RATE RANGE: \$20.01 - \$24.07

The Ferguson Library seeks a motivated individual to join our Circulation Department staff. The ideal candidate will have customer service experience, a passion for working with the public, and the ability to work in a fast-paced, team-oriented environment.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

Duties Include:

1. Performing established circulation and registration procedures, using the automated circulation system
2. Assisting with the circulating materials shelving operation and must be able to lift up to 35lbs. of materials
3. Substituting on the off-desk tasks of other departmental staff members
4. Processing books, magazines, RFID tagging materials regarding established acquisitions & cataloging procedures
5. Other duties as assigned by the Supervisor of Circulation and Cataloging.

Qualifications:

1. Highly adept and experienced in the skills required to work with the Integrated Library System
2. Computer literate and meticulous in attention to detail
3. Must have people skills and be able to deliver good customer service
4. Reliably available for evening and weekend works, as required
5. High school diploma required; some college desirable

Please send cover letter and resume to apply@fergusonlibrary.org