

Library Clerk – Community Partnerships (Half-Time)

Job Description Code

350-38

Established Date**Revised Date**

07/16/2025

Salary Range

\$18.08 - \$25.32 Hourly

Based On

2007

Bargaining Unit

ON

EEO

EEO6-Clerical & Secretarial

Occupation Group

4

FLSA

Non-Exempt

Benefit Code

PT

Physical Class

NA

Nature of Work

This is a non-exempt benefited position that involves supporting teen and adult library programs, services, outreach, community engagement, and partnerships developed by Community Partnerships staff. Some evening and weekend work will be required. Work is supervised by the Community Partnerships Supervisor.

Job Functions

ESSENTIAL JOB FUNCTIONS

- Provide support for teen and adult library programs and outreach in planning, implementation, and follow-up stages
- Utilize online resources for space bookings, program promotion, surveying program attendees, emailing newsletters, processing contracts, and reconciling expenses. Additional resources may be used
- Support community partners' use of library space
- Maintain and purchase supplies for Community Partnerships section
- Maintain and purchase supplies and coordinate reservation system for APL outreach
- Meet regularly with Community Partnerships staff and supervisor
- Maintain regular punctual and predictable attendance

OTHER JOB FUNCTIONS

- Assist with scheduling and notetaking
- Conduct computer data entry, reporting, and document maintenance
- Other tasks as assigned

Requirements of Work

A high school diploma or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Knowledge of general library services and practices
- Strong organizational skills and attention to detail
- Tactful and courteous communication skills, including oral, written and listening skills
- Basic digital literacy and technology skills, including a working knowledge of computers, Internet, and Microsoft Office

- Ability to become proficient on library's online resources and adapt to changes
- Ability to work in a fast-paced environment
- Ability to work independently
- Ability to ask for help or guidance when needed
- Ability to interact with diverse range of community members
- Ability to work as a team member
- Ability to stand or sit for several hours
- Ability to lift at least 30 lbs.; moving supplies and equipment as needed

Supplemental Information

COMPETENCIES

Communication

Customer Focus

Handling Difficult People

Problem Solving

Adaptability/Flexibility