

We are hiring!

The Bloomfield Public Library is looking to fill the following position:

SUBSTITUTE LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Prior knowledge of library procedures is required. Work is performed under direct supervision of higher-level staff or library director.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Arranges or files materials according to library filing rules; performs routine searches of and updates to computer programs; issues borrowers' cards according to library procedures; Performs routine circulation, reserve and overdue functions; oversees the sorting and shelving of library materials; makes and checks routine arithmetic computations; operates office equipment such as photocopiers, fax machine, cash register, and computers; answers the telephone and takes messages; calls patrons to deliver messages or information on library materials; types cards, lists, labels, or short entries on forms; other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of business arithmetic; working knowledge of library filing and shelving rules; ability to understand and follow oral and written instructions; ability to operate a computer accurately; ability to get along well with others; tact and courtesy in dealing with staff and public; physical abilities commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Prior experience with library procedures is required. Familiarity with Pioneer Library System is preferred. High school graduate or high school equivalency diploma.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

No relocation services will be offered for this position.

To Apply Please submit resume, cover letter, and three references to:

bloomfieldboard@pls-net.org.