

The Park County Library in Cody is currently seeking two energetic, enthusiastic, service oriented employees. We invite applications for two part-time library clerk positions, 20 hours a week. Benefits include pro-rated vacation and sick leave and participation in the Wyoming State Retirement Plan. Pay is dependent upon experience.

Cody Library

LIBRARY CLERK, Circulation Services, Non-exempt.

Wage: \$9.00 per hour minimum

Park County Library staff works to provide quality services to all with up-to-date materials, innovative programs, and other activities. Staff works with supervisors and other staff members to project a favorable image of all facilities of the Park County Library System.

SUPERVISION

Generally works under the supervision of the Circulation Manager.

MAJOR AREAS OF RESPONSIBILITY:

- Shares duties at the circulation desk as scheduled
- Retrieves returned library materials and removes them from patron records
- Organizes material for re-shelving
- Assists with shelving
- Provides general information services

OTHER DUTIES:

- Assists in supervision of Internet and word processing stations
- Any other duties as assigned by the County Library Director or Cody Branch Manager or Circulation Manager as necessary and appropriate for the smooth operation of the Park County Library, Cody.

MINIMUM QUALIFICATIONS

HS Diploma or equivalent

Other Skills, Abilities, and Knowledge

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative with strong service orientation
- Ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with co-workers
- Ability to attend meetings and conferences as required by Library Director
- Ability to read and comprehend documents, technical journals, library policies, and procedures

- Ability to work nights and weekends

Language Skills

Ability to express ideas clearly and concisely both orally and in writing. Ability to effectively present information to other employees of the organization and to the public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, to talk and to hear. The employee is required to stand for long periods of time – two (2) to four (4) hours. The employee is required to sit for long periods of time. The employee is occasionally required to walk, climb or balance, stoop, bend, kneel, and crouch or crawl.

Employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds in order to handle books, AV equipment, and boxes.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests and a background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.