

**The International Falls Public Library
Invites applications for position of LIBRARY CLERK**

This permanent, part-time position averages 28 hours / every two weeks. Evening and weekend hours are required. The preferred summer schedule is Mondays 1:00 p.m. – 8:00 p.m. and Fridays 9:00 a.m. – 4:00 p.m. The payrate is \$15.00 / hour.

APPLICATION PACKETS AVAILABLE AT:

International Falls Public Library
750 4th Street, International Falls, MN 56649
Phone (218) 283-8051

www.internationalfallslibrary.us

www.ci.international-falls.mn.us

APPLICATION DEADLINE: Submit completed applications to the International Falls Public Library or by emails diane.adams@alslib.info by Tuesday, May 21, 2024.



JOB DESCRIPTION

JOB TITLE:	Library Clerk	DEPARTMENT:	Library
FLSA CLASSIFICATION:	Non-exempt	2024 PAY RATE	\$15.00/hour
LOCATION:	Library	STATUS:	Part-time
REPORTS TO:	Library Director	PREPARED BY:	Library Director
DATE REVISED:	10/2023	APPROVED BY:	Library Board of Trustees

JOB SUMMARY

Provides support to ensure efficient and effective Library operations. Must maintain a service-oriented relationship with the public by demonstrating a competent, polite, courteous, friendly and professional demeanor.

RESPONSIBILITIES

1. Checkout media for patrons ; Handle informational / reference inquiries; Provide reader's advisory; Assist patrons with computers, PACs and copy machine
2. Keep needed library records
3. Shelve library materials
4. Collect / record fines, fees and other payments
5. Create social media posts
6. Assist with summer reading program and other library programming
7. Maintain building security
8. Fill-in for other staff to ensure coverage of service points

MINIMUM QUALIFICATIONS

Education, Experience, License and/or Certifications

Required:

- High School Diploma or GED
- A strong reader

Other Required Knowledge, Skills, and Abilities

- Knowledge of standard office practices, procedures and equipment
- Knowledge of operating a personal computer, Windows and MS Office Suite
- Knowledge and application of grammar, spelling, punctuation and editing skills
- Strong verbal, written and interpersonal communication skills
- Ability to work in a safe manner
- Ability to establish and maintain effective, team-focused, collaborative working relationships with co-workers and library patrons
- Ability to make accurate arithmetic computations

EQUIPMENT USED

- General Office Equipment
- General Library Equipment

MENTAL & PHYSICAL DEMANDS / WORKING CONDITIONS

Mental Effort

- Significant attention to detail

Physical Requirements

- Sit for extended periods with moderate amounts of standing and walking
- Balance frequently
- Bend/stoop, kneel, crouch, squat and / or crawl occasionally
- Reach above shoulder level, push / pull and grasp occasionally
- Computer use frequently
- May lift, carry and/or move up to 50 pounds
- Capabilities to include close / far / peripheral vision, the ability to adjust focus, depth perception and see color
- Repetitive motion
- Eye / hand coordination

Working Conditions

- Work is performed indoors at the Library but may require going outdoors for events / activities occasionally

The City of International Falls has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. The City of International Falls reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required. This job description does not constitute a written or implied contract of employment.

International Falls Public Library
Employment Application

Personal

Name: _____

Address: _____

Telephone: _____

Job Interest/Skills

Position applying for: _____

Have you worked for this library before? _____ If yes, when and in what position?

Library hours: Monday – Thursday 10 a.m. – 8 p.m., Friday 10 a.m. – 6 p.m., Saturdays (Sept – May) 10

a.m. – 3 p.m. Are there hours the library is open you are not available to work? If so, when can't

your work? _____

Summarize any special skills or qualifications:

Education

School Name	# of years	GPA	Degree
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Post-Secondary	_____		
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High School	_____		
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Other (Specify)	_____		
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Employment History (List most recent first)

1. Name of Employer _____
Employed from _____ To _____
2. Name of Employer _____
Employed from _____ To _____
3. Name of Employer _____
Employed from _____ To _____

References (No relatives or former employees of International Falls Public Library)

1. Name _____ Address _____
Telephone _____ Years Known _____
2. Name _____ Address _____
Telephone _____ Years Known _____
3. Name _____ Address _____
Telephone _____ Years Known _____

Emergency Information

Name _____ Address _____
Home Phone _____ Work Phone _____

Acknowledgement

I hereby certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidentally, is grounds for disqualification of employment considerations, or dismissal from employment if I am hired. I authorize International Falls Public Library to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information they may have. Further, I release the above-mentioned references from any and all liability for any damages that may result from information collected by International Falls Public Library.

Applicant's Signature _____ Date _____
