

JOHNSON PUBLIC LIBRARY LIBRARY CLERK JOB DESCRIPTION

SUMMARY

The Library Clerk works in circulation; assists patrons in the selection and use of library materials and computers; and operates under the guidance of the Library Director. This is a service position to our community. Library staff should approach each patron with respect, hospitality, and a desire to make their experience comfortable, meeting their needs within reasonable expectation and library policies.

WORK HOURS

This is a part-time position. The hours are 10am to 1pm on Saturdays with some flexibility required to help cover hours as needed.

GENERAL DUTIES AND RESPONSIBILITIES

- Greets, assists and refers library patrons according to their needs.
- Uses library automated circulation system to lend materials, including checking in and out, processing holds, registering borrowers, informing patrons of the status of their accounts, and conveying information about library policy.
- Opens and closes library as needed, keeps daily statistics on patronage and program attendance, answers phone.
- Shelves, shelf reads (puts in order), organizes materials in all collections.
- Welcomes, assists and refers library patrons according to their needs.
- Assists patrons with library technology resources.
- Performs other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Library Director.

JOB QUALIFICATIONS

- Requires an ability to give friendly, helpful service and communicate effectively with patrons and staff.
- Requires a working knowledge of the principles of professional library work.
- Requires sound judgment, initiative, tact and courtesy, attention to detail and the ability to work well with a small staff, making adjustments to best meet the needs of the patrons.
- Must pass a background check.

COMPENSATION

The salary range for this position is \$15 - \$18 per hour dependent on experience.

Please submit resumes to Aurora River, Library Director, at johnsonpubliclibraryvt@gmail.com. This posting will close on May 22nd, 2026.

