

## **Senior Clerk I -Regularly Scheduled Non-Exempt Part-Time**

Reports to: Director

Up to 17 hours/week.

### Major Duties:

- Process overdue notices and contact patrons
- Oversee and reconcile cash drawer with director
- Maintain shelf and collection space; weed collection with director
- Barcode new materials and track new acquisitions
- Withdraw obsolete, damaged and lost materials
- Research and follow up on missing/lost materials
- Train library clerks and direct clerk tasks and projects as necessary
- Maintain patron satisfaction if problem arises
- Check information on new card registrations
- Book displays
- Tech assistance to patrons
- Other duties as assigned by the director
- Perform clerk duties as needed

Meeting Obligations: Staff Meeting

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## **Senior Clerk II -Regularly Scheduled Non-Exempt Part-Time**

Reports to: Director

Up to 17 hours/week.

### Major Duties:

- All senior clerk I duties
- Barcode and process special collections/Library of Things, including designing tracking methods
- Maintain locked cabinets, including processing
- Artist of the Month organization and hanging
- Create flyers for adult programming for in-house & social media
- Create and maintain quarterly welcome letter to new patrons.
- Write quarterly news articles for each of the towns, with the director
- Adult program planning with director, as needed
- Other duties as assigned by the director
- Perform clerk duties as needed