



Alpena County Library Job Description

Youth Desk Clerk

General Summary:

The Youth Desk Clerk is a part-time position under the direction of the Head of Youth Services. The clerk maintains a welcoming and safe library environment while performing duties involved in operating the youth services desk, including checking books both in and out of the library, assisting children and teen patrons, and collecting fines and fees as defined in library policies. The clerk keeps the desk clear, organizes the books that are returned for reshelving, and assists with renewals, overdues, and issuing new cards.

Essential Functions:

- Open and close the youth services department as assigned.
- Check library materials in and out of the library with attention to detail
- Organize and reshelve returned items, adjusting displays and shelving as appropriate.
- Collect library fees as applicable.
- Issue new library cards and renew expired cards.
- Assist patrons with the use of library resources, searching and locating materials, and provide readers advisory.
- Route telephone calls to the appropriate staff and areas of the building.
- Perform duties related to book repair, contacting patrons for overdues, shelving, reading of shelves, and creating and maintaining displays.
- Ability to work with and troubleshoot office machines, such as copiers and printers.
- Other duties as assigned.

Requirements:

The requirements listed below are representative of the skills, knowledge, and capabilities required for the essential functions of the position.

- A high school diploma or equivalent is required.
- Computer literacy, ability to operate a cash register and count out money required.
- Familiarity with Google Suites and current technology is preferred.
- Ability to file alphabetically and numerically.
- Basic library skills preferred, as well as an awareness of and interest in literature and resources for children and teens.
- Ability to change work priorities as needed and work a flexible schedule, including nights and weekends.
- Excellent written and verbal communication skills.
- Ability to deal tactfully, courteously, and effectively with patrons of all ages and with other employees.

Physical Demands/Work Environment:

While performing the duties of this job, the employee must frequently lift and/or move objects up to 10 pounds. The employee is required to reach with hands and arms, bend, and stoop. The employee is regularly required to talk and hear in a library setting of quiet to moderate noise.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.