

Primary Duties and Responsibilities:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Assist in the development, coordination and administration of various library programs and special projects under supervisor's direction.
- Serves customers at the circulation desk performing such activities as check-in and check-out of library materials and customer registration.
- Searches for books by titles, authors and subject; places items on hold.
- Assists customers with - public computer access and on-line library services.
- Performs general clerical work such as typing, data entry, copying materials, runs reports and maintains files and records.
- Sorts library materials by alphabetizing or by using the Dewey Decimal System.
- Shelves library materials and ensures their proper order.
- Answers telephone and routes calls as appropriate. Processes telephone renewals.
- Collects fines and payments from customers.
- Calls customers regarding overdue library materials and mails overdue notices.
- Performs other duties as assigned or required.

Minimum Qualifications & Position Requirements:

Education and Experience:

High School diploma or GED equivalent and one (1) year of customer service experience.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Basic library practices and procedures.

Skill in:

- Following and effectively communicating verbal and written instructions.
- Providing effective customer service with tact and courtesy.
- Establishing and maintaining cooperative working relationships with employees and the general public.
- Operating a personal computer utilizing a variety of business software

Ability to:

- Work with customers of varying ages, specifically children and senior citizens.

EQUAL EMPLOYMENT OPPORTUNITY: The Town of Parker is an Equal Opportunity employer. It is the policy of the Town to provide employment opportunities to all persons regardless of race, color, religion, sexual orientation, gender identity, national origin, age, disability, or genetic information. When advised, reasonable accommodations will be made in order for an 'otherwise qualified applicant' with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Requests should be made 48 hours in advance or as early as possible to allow time to arrange the accommodation.