



### **Library Clerk – Part Time**

Under the direction of Adult Services Coordinator – Assists in the delivery of the various services offered for all user groups by the Sanibel Public Library, including circulation, readers' advisory, interlibrary loan, general computer assistance, electronic database research, and eShelf. Works with library departments to support special projects including in areas of collection development, archives, technical services, programming.

#### **Essential Duties:**

- Staffs public service desks and provides excellent customer service.
- Assists users in locating and selecting appropriate materials and information.
- Assists users in a variety of resources, including the Library's catalog, electronic databases, and technology.
- Maintains understanding of library practices and trends.
- Communicates effectively with Library staff and participates in interdepartmental projects.
- Assists with various tasks and committees that contribute to the successful operation of the Library.
- Some night and weekend work required.
- Performs other duties as assigned.

#### **Required:**

- High School diploma
- 2 years experience working with the public
- Ease working with technology

#### **Preferred:**

- Library experience
- Some college
- Some knowledge of computers, MS Office

#### **EEO Description:**

The Sanibel Public Library provides reasonable accommodations to employees and/or applicants as long as the individual is otherwise qualified to perform the essential functions of the job.

- Must be able to read and write in English.
- Must be able to think and problem solve.
- Must be able to walk and talk.
- Must be able to stand and to sit for long periods of time.
- Must be able lift 25 lbs.
- Must be able to exercise good judgment.
- Outgoing personality/team player preferred.

The Sanibel Public Library District is an at-will employer. The Sanibel Public Library District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation/identification, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Library complies with all state and local laws governing non-discrimination of employment, including, but not limited to; hiring, placement, promotion, termination, layoff, recall, leave of absence, compensation and training. The Sanibel Public Library expressly prohibits any form of unlawful employee harassment based on local, state, and federal laws.

Submit copy of résumé to [secretary@sanlib.org](mailto:secretary@sanlib.org) or to Sanibel Public Library, 770 Dunlop Road, Sanibel.