

**Job Description:**

Title: Youth Services - Library Clerk I

Department: Brooks Memorial Library

Nature of work: Library public service and clerical work carrying out daily activities and assisting at the Children's Room circulation desk.

Work Schedule: 20 hours per week (day, evening and Saturday hours) with occasional On-Call hours as available.

Wages: FY 2027 step 1 \$19.01 per hour

Supervision Received: Receives supervision from Youth Services Librarian and Library Director.

Supervision Exercised: None. May be assigned as volunteer peer support.

Essential Responsibilities:

- Assists library patrons in the Children's Room circulation desk, including circulating library materials, registering new borrowers, and updating patron records.
- Helps library patrons of all ages in the operation of the online public access catalog.
- Retrieves returned library materials from the outdoor book drop in various and inclement weather.
- Posts relevant information to the Children's Room social media accounts as needed and requested.
- Assists in creating signage, posters, flyers, bookmarks, and social media graphics for the Children's Room using Canva.
- Assist community groups with the multimedia equipment in Community Meeting Room A.
- Sets up the Community Meeting Room A for Children's Room programs including moving chairs and setting up tables.
- Operates cash register, computer, and other office machines.
- Answers telephone as required.
- Responsible for security, opening and closing of second floor area, including Children's Room, Teen Room, Meeting Room, and bathrooms.

Competencies Needed: *We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless specifically stated as required.*

- Experience working in a library is preferred.
- Requires a high school diploma or equivalent, supplemented by college level coursework, or relevant experience. Administrative experience preferred.
- Knowledge of modern office practices, procedures, and equipment, including the ability to use common computer applications. (Microsoft Suite, Google).
- Ability to maintain a high level of confidentiality.
- Flexibility, excellent time management and high attention to detail and capacity to prioritize tasks. Ability to balance multiple responsibilities in a fast-paced environment.
- A willingness to examine existing systems and refine or improve them as necessary. Must be forward-thinking and open to innovation and change.
- Must be able to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Ability to actively support in providing a welcoming workplace and respectful environment for all, including cultural competency, while working effectively across diverse cultures and constituencies.
 - Ability to communicate effectively with the public, elected officials and other government agencies.
- Must be able to communicate effectively verbally and in writing.
 - Able to think quickly under pressure, react to always changing situations, and able to communicate effectively.
- Must be able to learn and retain instructions, policies and procedures and continue to learn new methods and stay current within the field.

Non-Essential Duties and Tasks: *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Work Environment:

- Requires sitting, standing, stooping, bending, and lifting/moving books and carts up to 40 pounds.
- Must be able to move library furniture including setting up and taking down 6 ft. folding tables; stacking chairs.
- Must be able to perform varied library duties quickly, accurately, and with minimal supervision.
- Must be able to perform routine clerical work.
- Must be able to access, retrieve, enter and update information using a computer.
- Must be able to deal courteously with the public.
- Must be able to work weekends and evenings.
- Must be able to hear, comprehend and respond to Library patrons both in person and in phone conversations.

- Must have visual ability to see computer screens.
- Requires ability to operate basic business machinery (computer, printer, copier, telephone, FAX machine, cash register, laminating machine, and microfilm).
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Union Status: Union represented by the Local 98; new hires are on a 1-year probationary period from date of hire or transfer.

FLSA Status: Non-Exempt (hourly employee).

The Town of Brattleboro is committed to being a leader in providing a welcoming workplace and respectful environment for all. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our high performance in public service.