



Dolores Public Library District Job Announcement

Position Title: Library Clerk

Reports To: Library Director

Wage Category: Full-Time Regular, Non-Exempt

Pay Range: \$13-\$15 per hour based on qualifications and experience

Benefits Include: 10 holidays per year, paid time off, health stipend, retirement plan with 3% matching

Position Description:

The Library Clerk position performs a variety of basic library tasks, including circulation services, processing library materials, shelving and organizing the collection, greeting and assisting patrons, answering the telephone, filing, and preparing the facility for program use. The work requires a thorough understanding of how the Library is organized. This position requires some evenings and weekends. The work schedule may be adjusted for programs, meetings, training, or other obligations. Excellent customer service, strong computer skills, an ability to perform duties effectively and accurately, and flexible scheduling are required.

Required Education/Training:

High school diploma or equivalent preferred. Must have an interest in library services and programs.

Required Qualifications:

General clerical skills and experience working with the public. Requirement may be adjusted for local factors. Must have excellent customer service skills.

Desired Qualifications:

Ability to troubleshoot mobile devices, such as smart phones, tablets, laptops, and Kindles. Knowledge of library management system to perform clerical duties and routine library assignments related to circulation and organization of library materials.

How to Apply:

Priority application deadline is October 15, 2021, but the position will be open until filled.

- Submit a cover letter stating why you would be a good addition to the Library's team
- Submit a resume demonstrating your education, experience, and qualifications
- Submit contact information for 3-5 references to be contacted if you are a finalist for the position

Submit application packets either in hard copy to Dolores Public Library c/o Sean Gantt, P. O. Box 847, Dolores, CO 81323 or digitally via e-mail to Sean Gantt, Library Director, sean@doloreslibrary.org

Incomplete submissions will not be considered or acknowledged.

HR Contact Information:

Full job announcement and job description available online at www.doloreslibrary.org

Please direct any questions to the Library Director, Sean Gantt at (970) 882-4127 or sean@doloreslibrary.org