



Doerun Branch Clerk

19 hours per week, part-time hourly

The Moultrie-Colquitt County Library System is seeking a friendly, positive, customer-service oriented person to assist patrons at the Doerun Library.

The Doerun Branch Clerk works with a high level of independence while communicating with the Director as needed. The Branch Clerk will positively represent the Moultrie-Colquitt County Library System with professionalism through demeanor, appearance and interactions with the public and other staff members.

Schedule: Monday: Moultrie Library 12:00 – 1:30, Doerun Library 2-6
 Tuesday: Doerun Library 1:30 - 6
 Wednesday: Doerun Library 8:30 – 1
 Thursday: Doerun Library 1:30 – 6
 1 Saturday every other month – Moultrie Library 8:30 – 5:30 pm

Job duties include but are not limited to:

- Assisting patrons at front desk, on public computers, and over the telephone
- Checking in/out books, creating patron accounts, issuing and collecting fines
- Assisting with reader's advisory, research, and computer issues
- Shelving, inventorying, and inspecting materials for damage or other issues
- Checking bookdrop and P.O. Box daily
- Pulling holds for interlibrary loan
- Communicate facilities issues with Director and/or City Hall
- Cleaning (vacuuming, dusting, cleaning windows, cleaning bathrooms, etc.)
- Occasional meetings/trainings at Moultrie Library or other location
- Other duties as necessary to complete daily operations of the library

Requirements:

- High school diploma or GED
- Experienced and proficient with computers and internet
- Knowledgeable about books, authors, genres and research
- Pleasant disposition, great customer service skills
- Ability to lift and carry books (push, pull and lift 40 pounds)

Email resume, cover letter and references to Holly Phillips at hbp@mccls.org