



Willard Library Position Description

POSITION TITLE: Library Clerk – Spanish Language Outreach

CLASSIFICATION: Support Staff (F.T.)

MAJOR RESPONSIBILITIES: Performs duties required to insure quality public service for library guests. Outreach to the local Spanish-speaking community.

ILLUSTRATION OF KEY DUTIES: COMMON

1. Works assigned public service desks and demonstrates knowledge of library collection and services.
2. Performs circulation desk functions, such as checking in and checking out materials, registering guests, collecting fines, and organizing displays.
3. Supervises students during public service desk shifts.
4. Assists with acquisitions and technical services procedures.
5. Assists with collection maintenance and processes and withdraws under the oversight of a librarian.
6. Sorts and routes mail, books, periodicals, and other library materials.
7. As assigned, plans and provides library programs under the oversight of a librarian and reports back on program implementation and outcomes.
8. Assists with the operations of library equipment.
9. Performs financial transactions related to library services.
10. Provides exceptional customer services and displays professional business decorum in all interactions with guests and fellow staff.
11. Performs other job-related duties and projects as assigned.

ILLUSTRATION OF KEY DUTIES: UNIQUE

1. Outreach services to the Spanish-speaking community, including:
 - a. Promote library services
 - b. Participate in programming
 - c. Participate in the development of collections
 - d. Create communication materials

STARTING WAGE: \$16.03: based upon the contract wage schedule.

EDUCATION AND EXPERIENCE: COMMON REQUIREMENTS

1. High school diploma.
2. Keyboarding and general office experience.
3. Library work experience preferred.
4. Fluency in Spanish

START DATE: June 2024

APPLICATION DATES: Preference given to applications received by May 10, 2024.

SUBMIT APPLICATIONS TO:

Amanda Paffhausen, Director of Circulation Services
Willard Library
7 W. Van Buren Street
Battle Creek, Michigan 49017
apaffhausen@willardlibrary.org

EQUAL OPPORTUNITY EMPLOYER