



201 South Center Street  
Marion, Texas 78124  
(830) 420-4022  
mcommunitylibrary@gmail.com

**Job Title:** Library Clerk

**Location:** Marion Community Library

**Position Type:** Part-time (10 Hours Maximum)

**Job Summary:**

The Marion Community Library Association is seeking a detail-oriented, friendly, and customer-service-focused individual to join our team as a Library Clerk. As part of our small rural library, you will assist with day-to-day library operations, helping to provide excellent service to our patrons and supporting the library's mission to foster literacy, learning, and community engagement.

**Responsibilities:**

- Greet and assist patrons in locating library materials, answering general inquiries, and using library resources.
- Check in and check out books, DVDs, and other library materials using the library's catalog system, Biblionix Apollo.
- Maintain and organize library materials, including shelving books, processing new items, and ensuring collections are neat and accessible.
- Assist patrons with computer use, including accessing the internet, using library software, printing/copying and faxing documents. Providing basic technical support for library equipment, such as printers, copiers, and computers.
- Support programs and events by setting up materials, helping with registration, and providing general assistance to participants.
- Answer phones and provide information regarding library hours, services, and programs.
- Create and maintain accurate patron records and update accounts as needed.
- Process interlibrary loan materials and notify patrons when items are available for pickup.
- Perform light cleaning and ensure the library space is welcoming and safe for all patrons.
- Help curate displays, design promotional materials, and assist with library programming and events.
- Manage supply inventory.
- Collect and record fines and fees via POS system.
- Be familiar with and adhere to all library policies and procedures.
- Perform opening and closing duties during specified hours.
- Other duties as assigned by the Library Director.

**Qualifications:**

- High school diploma or equivalent required; *additional coursework or experience in library science or education is a plus.*
- Strong communication and interpersonal skills.
- Familiarity with basic computer applications and ability to quickly learn library software.
- Ability to work independently and as part of a team.
- Detail-oriented with good organizational skills.
- Self-motivated and efficient.
- Enthusiasm for serving the community and helping people of all ages.
- Prior library or customer service experience *preferred but not required.*
- Ability to bend and stretch easily, stand for extended periods of time, and lift and carry up to 25 pounds.
- Pass a national and county criminal background check.

**Schedule & Compensation:**

- Part-time, 10 hours per week with some evenings and weekends required.
- Pay range: \$12.50 per hour.
- No overtime.

**To Apply:**

Please submit your resume and a brief cover letter to [mcommunitylibrary@gmail.com](mailto:mcommunitylibrary@gmail.com) by October 2<sup>nd</sup>, 2024.