MEXICO PUBLIC LIBRARY
PART-TIME LIBRARY CLERK
JOB DESCRIPTION

This part-time position provides friendly and efficient customer service to library patrons while assisting with daily library operations. The clerk position supports circulation services, shelving and organizing materials, basic technology assistance, and general clerical duties to help maintain a welcoming and organized library environment and may be asked to fill in for programming if needed.

This position is for 15-20 hours per week. The specific schedule will be decided between final candidate and the Library Director.

Essential Functions and Responsibilities:

- Greet patrons, staff the circulation desk and answer questions in person, by phone and e-mail.
- Register patrons for library cards.
- Manage, renew and modify patron accounts.
- Check items in and out to patron accounts.
- Assist patrons in locating library materials.
- Re-shelve returned items and collect items patrons have requested on hold.
- Operate and assist in the use of library equipment, including computers.
- Assist with printing, copying, scanning and faxing for patrons.
- Process Inter-Library Loan deliveries.
- Call patrons to notify them of on-hold items.
- Assist in maintaining displays, signage, etc.
- Cooperate as a team member with all library personnel in a professional manner to achieve efficient, service-orientated library operations.
- Follow standard operating procedures in opening and closing library building; checks doors and lights; enforces rules, reports violations; straightens and organizes rooms.
- Support library operations through other related tasks as needed.

Essential Knowledge, Skills, and Abilities:

- Ability to understand and follow written and verbal instructions.
- Ability to interact with patrons with excellent customer service skills.
- Ability to work effectively with members of the staff, board and volunteers.
- Ability to work independently or collaboratively and in a quiet or dynamic environment.
- Ability to make decisions in accordance with policies and procedures.
- Appropriate computer skills and the ability to operate library databases.
- Self-motivation and ability to exercise initiative and independent judgment.

- Attend monthly staff meetings, typically before library hours.
- Willingness to participate in trainings and continuing education workshops to meet requirements and enhance skills.
- Ability to assist with library programming.
- Awareness of and ability to learn current trends in library service.

Education, Experience and Training:

- Previous customer service experience.
- High school diploma or its equivalent, however an associates or bachelor's degree is preferred.

Compensation:

$16.25/hour with paid holidays and paid time off (dependent upon weekly hours)

How to Apply:

Submit an application with at least two references by Monday, November 5, 2026.
Contact Colleen Grzesik, MPL Director with questions.
315-963-3012 or cgrzesik@ncls.org