

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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## **LIBRARY CLERK I**

(Announcement Number R-16-15)

Salary Grade 10

Starting Pay: \$12.79 per hour

**Part time:** 24 hours per week – may include nights and weekends

**THE JOB:** Provides circulation services to patrons. Under the direction of the Head of Circulation performs regular and recurring circulation activities such as checking in and out library materials, issues new library cards and updates existing library registrations and places requests for materials using the library's integrated computer system. Greets library customers in a welcoming manner; responds to library customer's questions and comments by phone, mail, fax machine, e-mail and in person. Collects fees and fines for library cards and materials according to established library guidelines. Performs directly related work as required.

### **MINIMUM**

#### **QUALIFICATIONS:**

Graduation from High School or possession of a GED. Previous library experience is a plus but not required; and 1-3 years keyboard experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests.**

### **APPLICATION**

#### **PROCEDURE:**

Candidates must complete a city of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept. City Hall Annex. Submission of a resume is optional.

#### **OPENING DATE:**

Friday, April 3, 2015

#### **CLOSING DATE:**

Open until filled.

#### **OFFICE HOURS:**

Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***