

ON CALL LIBRARY CLERK

Open Recruitment

\$21.05 - \$26.93 per hour

6/19/2019-6/16/2019


placentia
LIBRARY DISTRICT
Inspiration, Innovation and Imagination



PLACENTIA LIBRARY DISTRICT



Founded on September 2, 1919, the Placentia Library District is one of 12 independent library districts in California, serving as a cornerstone of the community for over a century. The Library provides a wide array of programs and services for all ages, including educational workshops, literacy programs, technology access, cultural events, and youth activities. Its funding drawn from a share of local property taxes, grants, and entrepreneurial initiatives supports a vibrant, accessible space that fosters learning, creativity, and community connection. Open seven days a week at 411 E. Chapman Avenue, Placentia, California, the Library remains dedicated to enriching lives and strengthening the heart of the community.

Our Mission

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

This is a non-exempt position under the general direction of the Circulation Services Supervisor.

Key Responsibilities

- Provides a high level of customer service - interacting with the public in a professional, polite, and courteous manner.
- Assists patrons with locating, checking in and checking out materials and provides basic reference help.
- Issues and renews library cards.
- Processes telephone renewals.
- Files documents and library materials by library filing rules.
- Operates a variety of office and business equipment.
- Handles cash receipts and maintains accurate financial and statistical records for the Support Services/Circulation Department.
- Calculates and collects fees.
- Receives cash and credit card transactions at the Information Desk.
- Repairs books and other library materials.
- May assist with inspections of public restrooms and reports problems to the appropriate supervisor.
- Performs opening and closing procedures.
- Assists with meeting room schedules and performs meeting room setup and breakdown.

Education and Experience Needed

Possession of a high school diploma or the equivalent plus a minimum of two (2) years of library experience. Possession of a valid California driver's license. Bilingual-Spanish preferred.

Working Conditions

The District is open 7 days a week. This position is required to work during District operating hours or before and after operating hours to perform opening and closing duties and attend community events.

How to Apply

Applications are available online at www.placentialibrarydistrict.ca.gov and at Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870. Candidates may submit their application and resume by email to administration@placentialibrarydistrict.ca.gov or to the Placentia Library Administration Office. Resumes will not be accepted in lieu of an application - incomplete application will result in disqualification. This recruitment is ongoing until filled.

The Placentia Library District is an Equal Opportunity Employer.