

Job Posting

WEBB SHADLE PUBLIC Library Part-Time (Substitute) Circulation Clerk

The Webb Shadle Public Library is looking for a dynamic, detail-oriented individual that enjoys working with the public, to join our staff as a part-time Circulation Clerk.

The Circulation Clerk will work on an “as needed” basis to cover vacations and illnesses and is required to work one Saturday a month from 9:00AM to 12:00PM.

Candidates must have excellent computer and customer service skills. Tasks include checking materials in and out, registering new patrons, assisting patrons with finding materials, shelving books and materials, cataloging and other tasks as assigned.

To apply, send completed application to:

hello@webbshadle.org

Applications are available on our website as well as the front desk of the library. If you have a current resume and would like to submit it in addition to the application, we would be happy to receive it.