Harlem Public Library Clerk and Janitor

Blaine County has an opening for a part-time Harlem Public Library Clerk and Janitor. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Position is open until filled.

Blaine County is an Equal Opportunity Employer.
BLAINE COUNTY
POSITION DESCRIPTION

POSITION: Library Clerk and Janitor

DEPARTMENT: Harlem Public Library

ACCOUNTABLE TO: Harlem Public Library Director

REVISED: August 2022

The Library Clerk shall supervise the operation of the library in the absence of the Director and/or Assistant Librarian. All staff members must be knowledgeable of Montana Library Law, Library Records Confidentiality Act and all Harlem Public Library Policies. This is a part-time, as needed position with a total of up to 150 hours annually.

Duties of the library clerk:

- Check library materials in and out and watch for items requiring repair
- Repair books, DVDs, and CDs when needed
- Keep the periodical section current and orderly
- Shelve library materials, dust and straighten shelves
- Remind patrons of overdue library materials by phone, email, mail
- Registering new patrons
- Interlibrary loans
- Assist patrons with the catalog, MTLibrary2Go, and locating materials
- Assist patrons with reference, computer and technology questions
- Answering the phone
- Maintain an orderly atmosphere in the library
- Supervise children’s programs in the absence of the Children’s Librarian

Technical Services:
- Familiarity with the operation of all machines in the library.
- Process new books to prepare for circulation.

General help:
- Assist staff members with various duties as needed

Other requirements:
Proficient computer skills
Multifunction printer: copying, scanning, faxing
Knowledge of Dewey Decimal system and alphabetical order
Position requires excellent people and communication skills
Available to work varying shifts including evenings
Light lifting, stretching, and kneeling will be required as shelving books or other projects demand.
Duties of Janitor

2-3 hours per week with a total of 150 hours annually.

Weekly duties:

- Vacuuming
- Sweeping and mopping tiled entries and bathroom
- Cleaning bathroom at least twice per week
- Dusting
- Collecting and taking out garbage at least twice per week
- Sink and counter in meeting room
- Sweeping outside entries and sidewalk as needed
- Cleaning glass windows in doors, inside and outside (weather permitting)
- Cleaning computers and other machines

Other duties on a periodic basis:

- Windows inside and out
- Cleaning lights
- Shampooing spots in carpet
- Wiping down wooden doors and trim
- Washing tables and folding chairs
- Other work as assigned
Harlem Public Library Clerk and Janitor
Position Fact Sheet

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| Work Week:            | **Part-Time Clerk** will work a total of 150 hours annually<br>
|                       | **Part-Time Janitor** will work a total of 150 hours annually<br>
|                       | Modification of work week is at the discretion of the supervisor            |
| Salary:               | $13.34/hour                                                                 |
| Health Insurance:     | None Offered                                                                |
| Vacation Leave:       | Employee earns 10 hours per month based on 40-hour work week (eligible for use after 180 days of continuous employment) |
| Sick Leave:           | Employee earns 8 hours per month based on 40-hour work week (eligible for use after 90 days of continuous employment) |
| Probationary Period:  | 6 months                                                                    |