

Job Title: Front Desk Clerk (Part-Time)

Location: Salado Public Library, Salado, Texas

Job Overview:

Salado Public Library is seeking two enthusiastic and dedicated part-time Front Desk Clerks to join our team. As a Front Desk Clerk, you will play a crucial role in providing excellent customer service to our patrons and maintaining an organized and welcoming library environment.

Key Responsibilities:

- Assist patrons at the service desk with checking materials in and out.
- Help patrons with copying, faxing, scanning, and printing tasks.
- Shelve books and ensure all areas of the library are neat and accessible.
- Assist with computer-related questions on both library and personal devices (computers, tablets, etc.).
- Answer phone calls and direct them to the appropriate staff member.
- Maintain library patron confidentiality.
- Assist with various library projects as needed.

Qualifications:

- Strong knowledge and comfort in using computers, databases, and various software programs.
- Excellent customer service skills.
- Ability to multitask and handle various tasks efficiently.
- Good communication skills and a friendly, approachable demeanor.

Positions Available:

- **Position 1:** Monday through Wednesday.
- **Position 2:** Thursday through Saturday.

How to Apply:

Interested candidates should submit their resume and a brief cover letter detailing their experience and interest in the position to Julie Hoy, julie.hoy@saladolibrary.org.