

**CITY OF SARATOGA SPRINGS
JOB DESCRIPTION**

JOB TITLE: Library Clerical Assistant

DEPARTMENT: Library

STATUS: part-time, 2-10 hours weekly

JOB DESCRIPTION APPROVAL DATE:

SALARY RANGE: Volunteer

SUPERVISOR: Library Clerks, if available
Library Director

GENERAL PURPOSE

The Library Clerical Assistant, under the direction of the Library Clerks performs entry-level, professional work for the City of Saratoga Springs Library. The position requires attention to detail and good organizational skills.

SUPERVISION RECEIVED

Library Clerks

SUPERVISION EXERCISED

None

SPECIFIC DUTIES

- Assists with the preparation of storytime and programing activities
 - Includes tracing, cutting, coloring various pieces for crafts
- Photocopying
- Performs other duties as assigned by supervisor

Note: This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

JOB QUALIFICATIONS

- Minimum age requirement 14 years
- Minimum 2 month commitment

- Good small motor skills and eyesight
- Good attention to detail
- Give supervisor 24 hour notice if unable to meet volunteer commitment

EDUCATION AND EXPERIENCE

Successful candidates for the Library Clerical Assistant position have the ability to understand and follow oral and written instructions in English at an 8th grade level.

PHYSICAL DEMANDS

- Carry up to 15 lbs. across the library
- Typically sit at a desk or table
- Bend and stretch to reach high and low shelves

APPLICATION PROCESS

Interested candidates should complete a City Application and submit it along with a resume to:

City of Saratoga Springs
Attention: Melissa Grygla
1307 N Commerce, Dr, Suite 200
Saratoga Springs, UT 84045

Volunteer Applications are available at: <http://www.saratogaspringscity.com/library>

Applications can be emailed to mgrygla@saratogaspringscity.com.