



## Open Position : Library Clerk, part time

The Stillwater Public Library's mission is to provide free access to all resources and opportunities available for the encouragement of lifelong learning for all residents of our community.

We will always proudly support our community by providing the highest quality resources available to ensure our residents are able to develop meaningful, productive, and creative life stories.

Our staff ensures that this mission and vision are fulfilled with **discretion**, **resourcefulness**, **efficiency**, and **courtesy** at all times.

### What You'll Do

- Greet patrons and provide welcoming, helpful service at the circulation desk
- Check materials in and out and assist with library accounts
- Help patrons find books, use computers, and access digital resources
- Shelf and organize materials to keep collections accessible and inviting
- Support library programs, events, and daily operations
- Help maintain a clean, comfortable, and inclusive space for all

### What We're Looking For

- Strong customer service skills and a warm, approachable demeanor
- Attention to detail and organizational skills
- Comfort using computers and basic office technology
- Ability to work both independently and as part of a team
- Flexibility to weekends as needed
- A genuine interest in serving the public

### Qualifications

- High school diploma or equivalent required
- Customer service or clerical experience preferred
- Library experience (especially using Polaris System) is helpful, but not required

### Schedule & Compensation

- Hours: Monday - Thursday 2pm-7pm
- Salary: Beginning rate is \$17.00 per hour with an increase based on performance after 6-month probationary period.

Applications are available at the circulation desk and will be reviewed on a rolling basis until **4/24/2026**. We are an equal opportunity employer.