



Department:	Library
Supervisor:	Library Director
Union Status:	Non-Union
FLSA Status:	Non-Exempt
Grade:	Part-Time
Revision Date:	August, 2026
Prepared by	Human Resources

Job Description –

Position Title: Flexible Staffing Library Clerk

Primary Objective of Position

The Flexible Staffing Clerk provides customer service and operational support to the library on an as-needed basis.

Essential Functions of the Position

This position helps maintain library services during staff absences, busy periods, and special events. The successful candidate will be dependable, flexible, customer-focused, and comfortable working with patrons of all ages in a dynamic library environment.

- Provide friendly and professional customer service to library patrons.
- Assist patrons with locating materials, using library resources, and accessing technology.
- Perform circulation duties, including checking materials in and out, renewing items, and processing returns.
- Support library programs, activities, and special events.
- Assist with shelving, organizing, and maintaining library collections.
- Maintain accurate records and perform routine clerical tasks.
- Work independently and collaboratively with library staff.
- Perform other related duties as assigned.

Minimum Qualification

- High school diploma or equivalent required.
- Dependable work habits and attendance.
- Ability to relate positively to children and adults.
- Strong customer service and communication skills.
- Excellent computer skills including Microsoft Office, Canva, and social media platforms.
- Ability to work independently and as part of a team.
- Flexible availability including evenings and weekends
- Familiarity with library classification systems is a plus.

Requirements

Physical Requirements:

In compliance with Americans with Disabilities Act, the following represents the physical, mental, and environmental demands:

- Perform circulation duties.
- Ability to lift, carry, and move materials weighing 10 to 25 pounds.
- Ability to stand, walk, bend, reach, and shelf materials as needed.
- Work alone, with others, around others, and have contact with the public.

May be exposed to:

- Noise.
- Threatening environment.
- Bodily injury.

Activities that occur continuously (Over 70% of the time in a typical week; continuous).

- Using far vision.
- Depth perception.
- Visual accommodation.

Activities that occur frequently (45% - 70% of the time in a typical week - frequently).

- Walk.
- Stand.
- Sitting.
- Bending or stooping.
- Kneeling or squatting.
- Handling.
- Talking.
- Lift or carry less than 10 -25lbs.
- Problem solving.
- Communicating verbally and in writing.
- Concentrating.

Activities that occur occasionally (15% - 45% of time in a typical week; occasional).

- Lift or carry less than 25 lbs.
- Some mental effort and stress are involved resulting in frustration.
- Work with moderate detail.
- Work with moderate deadlines.

Activities that occur intermittently (Intermittent - Less than 15% of the time in a typical week (one per week or less)).

- Keyboarding.
- Repetitive movement.

- Inability to leave workstation.
- Exposure to angry public.
- Exposure to offense language.
- Limited mental effort and/or stress.
- Work alone.

JOB LOCATION / EQUIPMENT UTILIZED

- Library
- Office Equipment
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Conditions of Employment

- Must comply with organizational and department policies.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Redwood Falls is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.