



American Samoa Community College
Student Services – Library Services
EMPLOYMENT OPPORTUNITY

Position Title: Library Clerk
Employment Status: Full Time 12 months (Career Service)

General Description:

Working under the supervision of the Library Director or director's designee, the Library Clerk will perform all aspects of Circulation Desk, Reference Desk, General Collection Desk, Education Resource Center Room services, build and maintain library collections at the college level, acquire updated and new materials based on book reviews, conduct library instruction, de-select library collections, and perform other duties as assigned.

Responsibilities and Duties:

- Become familiar with the library collections and bibliographic records in MARC format.
- Perform basic circulation services, including checking in and checking out library materials, filing daily statistics, and providing Xerox copies for library users.
- File library materials, keeps shelves in order, and do shelf-reading.
- Keep records of periodicals, journals, and magazines.
- Perform basic reference services, and work by turns at the circulation and reference desk.
- Perform extensive typing.
- Perform preliminary filing of catalog cards.
- When necessary, bind pamphlets and other library materials.
- Keep track of lost and damaged library materials in the reference collection area.
- Compile library reference collection statistics for Director's biweekly and quarterly reports.
- Maintain a positive work relationship with library staff and users.
- Participate in library meetings and/or workshops for the professional development of library personnel.
- Read book review and publishers' catalogs to keep up with current publications mainly in the reference collection area.
- Keep all collection areas updated, and weed-out obsolete, soiled, or broken materials.
- Performs other duties as assigned by Director.

Job Qualifications:

- Associate degree or high school diploma
- Have experience working in public service. Must be punctual and be able to work independently
- Skilled in using a computer and able to learn new technologies. Good verbal and written communication skills.

Salary: GS 11/ 03; \$13,169.00 per annum

Application Deadline: September 12, 2017 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 397/401/428/429/441 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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