



JOB TITLE: Library Clerk I – Facilities, Patron & Administrative Services

FLSA CLASSIFICATION: Non Exempt

SUPERVISED BY: Chief Operations Officer

HOURS OF DUTY: 37.5 hours per week
As scheduled, with Saturday and evening hours as needed.

SALARY & BENEFITS: \$15-\$18 per hour (dependent on qualifications and experience)
Comprehensive benefits package includes: health insurance with 100% premium coverage after 6-month probationary period; paid annual, sick, and personal leave; participation in state pension system; educational assistance for qualified programs; paid staff development opportunities.

GENERAL SUMMARY: Performs clerical and administrative tasks according to standard operating procedures in support of the Chief Operations Officer including but not limited to processing invoices and payments, collecting supporting documentation for payments, preparing financial reports and appropriately filing physical and electronic records.

Performs standard circulation duties and serves as a front-line customer service provider. Provides basic reference services and technology assistance for library users. Provides collection maintenance support. Regularly works at multiple KCPL locations.

QUALIFICATIONS: High school diploma required; Bachelor’s degree in any field preferred. Customer service experience required; library experience preferred.

SUBMISSION: Please submit 1) KCPL application, 2) cover letter, and 3) resume. Submissions may be made by email, postal mail, or hand-delivery.

Attention: Hiring Committee
apply@kentlib.org

DEADLINE: Applications accepted until April 30, 2026