



**Library Clerk 5 (Full Time)  
Job Postings  
AFSCME Grade 05**

**Description:**

Performs a variety of functions relating to Library duties under the general direction of the Adult Services Manager, Circulation Manager and Youth Services Manager.

**Minimum Requirements:**

- Must have an associate's degree or equivalent experience
- 1-2 years of computer experience
- 1-2 years of customer service experience
- Ability to work varying evening and weekend hours, including substitution.
- Ability to effectively present information in one-on-one situations to the public, clients, and other employees of the organization.
- Ability to read and interpret bibliographic information.

**Essential Duties and Responsibilities:**

- Data entry into the library catalog
- Places and tracks materials orders from library vendors
- Understand and work with MARC format
- Understand and work with AACR2
- Utilize commercial software programs to transfer information electronically
- Perform duties of Library Clerk 4
- Other duties as assigned

**Submit Application to Amanda Meyers at [ameyers@freeportpubliclibrary.org](mailto:ameyers@freeportpubliclibrary.org)**

**Schedule:** Typical hours are Monday – Friday, 9AM-6PM plus one night per week. 40 Hours per week.

**Date Posted: February 6, 2026**

**Removal Date: February 20, 2026**

*Starting rate for this position is \$16.75/hour with an excellent benefit package that includes health, dental, vision, & life insurance, paid time off, plus an IMRF pension.*

External candidates are also being considered for this position.