

LIBRARY CLERK

Part-Time Bookmobile/Outreach

\$22.45 - \$28.72 per hour

CLOSING DATE: SEPTEMBER 24, 2026, 5:00P.M.



PLACENTIA LIBRARY DISTRICT



Founded on September 2, 1919, the Placentia Library District is one of 12 independent library districts in California, serving as a cornerstone of the community for over a century. The Library provides a wide array of programs and services for all ages, including educational workshops, literacy programs, technology access, cultural events, and youth activities. Its funding drawn from a share of local property taxes, grants, and entrepreneurial initiatives supports a vibrant, accessible space that fosters learning, creativity, and community connection. Open seven days a week at 411 E. Chapman Avenue, Placentia, California, the Library remains dedicated to enriching lives and strengthening the heart of the community.

Our Mission

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

This is a non-exempt position under the general direction of the Supervising Librarians.

Key Responsibilities

- Provides a high level of customer service - interacting with the public in a professional, polite, and courteous manner, including participation in outreach activities and community events.
- Assists patrons with locating, checking in and checking out materials and provides basic reference help.
- Serves as a United States Passport Application Acceptance Agent, as needed.
- Prepares delinquent accounts for reporting.
- Issues and renews library cards.
- Processes telephone renewals.
- Files documents and library materials by library filing rules.
- Operates a variety of office and business equipment.
- Handles cash receipts and maintains accurate financial and statistical records for the Support Services/Circulation Department.
- Calculates and collects fees.
- Receives cash and credit card transactions at the Information Desk.
- Repairs books and other library materials.
- May assist with inspections of public restrooms and reports problems to the appropriate supervisor.
- Performs opening and closing procedures.
- Assists with meeting room schedules and performs meeting room setup and breakdown.
- Performs other duties as assigned.

Education and Experience Needed

Possession of a high school diploma or the equivalent plus a minimum of two (2) years of library experience. Possession of a valid California driver's license. Bilingual-Spanish skill highly desirable. Must be a U.S. Citizen.

Working Conditions

The District is open 7 days a week. This position is required to work during District operating hours or before and after operating hours including weekends. Must be available to work afternoon, evening and weekends.

Benefits

The Placentia Library District provides health, hospital, vision, dental and disability insurance to eligible employees. The District also participates in Social Security and a defined benefit retirement plan. Eligible part-time employees will receive pro-rata benefits.

How to Apply

Applications are available online at www.placentialibrarydistrict.ca.gov and at Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870. Candidates may submit their application and resume by email to administration@placentialibrarydistrict.ca.gov or to the Placentia Library Administration Office. Resumes will not be accepted in lieu of an application - incomplete application will result in disqualification.

Deadline to submit application is 5pm on Thursday, September 24, 2026. Interviews will be conducted during the week of September 28, 2026.

The Placentia Library District is an Equal Opportunity Employer.