

JOB TITLE: Library Clerk
DEPARTMENT: Library

DATE: May 2012

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs a variety of routine clerical and manual work in circulating and processing library materials and providing services to library patrons, related work as required.

SUPERVISION RECEIVED:

Works under the direct supervision of the Library Director or assigned Librarian.

SUPERVISION EXERCISED:

May exercise limited supervision over library pages.

DISTINGUISHING CHARACTERISTICS:

1. Performs a variety of routine clerical and manual work with some job specialized tasks of moderate responsibility under direct supervision following departmental rules, regulations and policies, requiring the ability to complete assigned task or tasks according to prescribed time schedule, referring problems to superiors.
2. Makes frequent contact with the general public and has frequent interaction with other department staff.
3. Errors of omission or commission may result in inaccuracies in reports or basic records or failure to maintain the desired standard of a library service in specific instances.
4. May have circumstantial knowledge of limited confidential information.
5. Some physical effort required to shelve and process materials, while most duties are performed under typical library conditions.
6. Develops specialized knowledge of department procedures relative to library services, especially computerized systems.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

EXAMPLES OF WORK: Including but not limited to:

1. Receives the public and answers questions; responds to inquiries from public, supervisors, and other staff, when necessary, refers inquiries to appropriate persons.
2. Checks library materials in and out; processes overdue charges and fines.
3. Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
4. Assists patrons in the selection of library materials.
5. Runs reports, maintains library forms and procedures; shelves material; picks items for interlibrary loan; processes library materials.
6. Performs routine maintenance on books and other materials, such as mending covers, pasting pockets, inserting cards, etc.
7. Files cards and inputs data into computer.

8. Assists in maintaining library collections and facilities by straightening books, chairs, shelves, papers and magazines, changing calendars, emptying book drops, and maintaining clean, safe work area.
9. Uses library information systems to find information and handle administrative tasks; works in the children's, adult and technical services area.
10. Performs a variety of miscellaneous duties such as picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for programs, etc.
11. Assists in carrying-out special programs or activities through scheduling, refreshments, reservations, set-up functions.
12. Provides backup to related positions.
13. Performs other related responsibilities as assigned
14. Assists in opening and closing the building to the public.

DESIRABLE QUALIFICATIONS:

Training and Experience: High school graduate or equivalency, Associates degree preferred; some experience in library environment desirable.

Knowledge, Abilities and Skills: Working knowledge of personal computers; Ability to accurately perform and document library procedures and to advance computer applications in library systems. Skill in operation of listed tools and equipment; ability to establish and maintain effective working relationships with employees, supervisors, and public, both adults and children; ability to communicate effectively.

TOOLS AND EQUIPMENT USED:

Personal computers and printers, light pens and laser scanners, copy machine, telephone, fax machine and other small office equipment including staplers, paper cutters, book binding equipment, disk cleaner, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, bend, sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is required to walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee frequently lifts and/or moves objects weighing up to 25 pound with occasions requiring moving, with assistance, objects of greater weight. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in library. The noise level in the work environment is usually moderate to quiet.

Revised: January 1996

Revised: July 2002

Revised: May 2012