

POSITION TITLE: Library Clerk
DEPARTMENT: Library
FLSA STATUS: Non-Exempt
SALARY GRADE: B
REPRESENTATION: None

GENERAL POSITION SUMMARY:

Library clerks perform routine clerical and semi-professional library work, assisting in all phases of library activities, especially circulation desk duties, shelving, assisting members in locating resources, marketing, and presenting programs in a team atmosphere.

ESSENTIAL JOB FUNCTIONS:

- Register members for library cards, and update member accounts.
- Check library materials in and out; and renew materials.
- Perform all duties associated with member holds on library materials, including placing holds, retrieving holds, processing holds, and shelving holds.
- Performs cash transactions; accepts money for fees and lost/damaged items, accepts money for purchase of used books, transit passes, merchandise, and donations.
- Provide basic reference, reader's advisory, and directional assistance to library members and troubleshoot public computers.
- Maintain bulletin boards and brochure display areas.
- Plan and implement monthly and special displays of library materials.
- Create program fliers, resource guides or informational brochures.
- Monitor behavior of library members and maintain order in the library; perform facility security checks.
- Learn to use and troubleshoot library software and resources, including Symphony, Workflows, MS Office Suite, Google Apps, PACs, Electronic databases, Internet.
- Perform simple processing and repair of materials for library circulation.
- Contact members regarding missing parts and damaged materials.
- Perform miscellaneous routine tasks in cleaning and maintaining the premises.
- Attend training sessions and meetings.
- Assist with planning, and present programs under the direction a Librarian, Assistant Director, or the Library Director.
- All tasks of the Library Shelver.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Perform other duties as required.

JOB SPECIFICATIONS**Mandatory Requirements:**

- High School Diploma or GED equivalent.

- One-year customer service experience preferred.

Necessary Knowledge, Skills and Abilities:

- Understanding of computers operations in libraries, personal computer usage, integrated library systems, online library catalogs.
- Working knowledge of MS Office Suite, Google Apps
- Ability to establish and maintain harmonious working relationship with other employees and the public.
- Ability to pay close attention to detail and to understand written and oral instruction.
- Be able to lift and carry materials weighing up to 30 lbs., to reach above the head and bend to floor level and have sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to accept supervision and correction daily.

Special Requirements/Licenses:

Must be able to pass the department's security clearance standards, including Reference check, and Criminal History check.

SUPERVISION RECEIVED:

Work under the direct supervision of a Librarian, or Assistant Director.

SUPERVISORY RESPONSIBILITIES:

May lead the work of volunteers.

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 job functions.

- Be able to lift and carry materials weighing up to 30 pounds
- Be able to reach above the head and bend to floor level
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed.

TOOLS AND EQUIPMENT USED:

Computers, Photocopy machines, and other office equipment.

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.

- While performing the duties of this job, the employee works in a Public Library Building. This has characteristics of an office environment, as well as a retail environment.
- This position may participate in outreach activities outside of the library building. These activities could take place in an elementary, middle, or high school, a public park, or other public buildings.
- Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.

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Sarah McIntyre
Library Director

Adopted: 10/07/2014

Revised: 08/12/2015, 04/12/2016, 02/08/2018, 12/31/2018, 8/2020, 6/2023

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date