

Library Clerk

General Statement of Duties:

The Library Clerk is responsible for duties pertaining to the day to day operations of the library at the Circulation Desk, as outlined below

Supervision Received:

Work is performed under the direct supervision of the Library Director.

Essential Duties of the Position:

Use library automated circulation system to circulate materials to library users including: checking materials in and out, processing holds, registering borrowers, and collecting fines and fees.

Return materials to the shelves and verify correct placement of materials on shelves.

Assist patrons with library card accounts, including processing applications, verifying and updating account information, and accepting payment on accounts

Provide assistance to patrons in search of materials, and instruct them in using the library's online catalog, website, and basic internet resources.

Assist patrons with use of computers and software, particularly Microsoft Office programs and various interactive online forms, as well as the copiers and printers.

Provide accurate information about library resources and services to customers.

Utilize city provided e-mail on a daily basis while at work in order to stay informed about library matters.

Respect the facility and work environment by keeping work area neat, handling minor cleanups, and reporting maintenance issues promptly and appropriately.

Interact and communicate pleasantly and effectively with diverse customers and city staff, maintaining a positive and professional demeanor while providing friendly courteous service and technical support.

Note: This job description is not comprehensive and does not prescribe or restrict the tasks that may be assigned at a later date or as may be needed.

Job Requirements:

Quickly learn and apply fundamental library procedures, methods, and techniques after orientation and training.

Establish and maintain positive, effective working relationships with library customers, coworkers, and other city employees.

Follow oral and written instructions, and effectively communicate both orally and in writing with customers and staff.

Apply policies and procedures when conducting daily activities.

Learn and adapt to new and changing technologies and troubleshoot equipment as needed.

Understand the boundaries of job responsibilities and refer customers to the library director appropriately.

Working knowledge of current Microsoft Windows, Microsoft Office products and navigation of the Internet.

Physical and Mental Requirements:

Must have the ability to:

View computer monitor and read/comprehend alphabetical and numerical sequences on library materials.

Place books on book trucks, move book trucks, and place and remove books from any shelf of a 90" high shelving unit, repeatedly lifting above, at and below shoulder level.

Climb a step stool to secure books and other library materials.

Efficiently operate and manipulate office equipment such as keyboard, mouse, printer and copier equipment.

Perform essential functions which require bending, stooping, lifting and carrying materials weighing up to 30 lbs. Able to stand for periods of at least one hour, and during that time is able to move with reasonable speed to locations throughout the workspace in order to accomplish public services duties.

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

Working Conditions:

Work is often performed in and around books, shelves, and computers, requiring adherence to industry safety procedures and guidelines.

License/Certification:

Successfully pass a background investigation.

Minimum Experience, Education, and Training:

High school diploma or GED. Experience working with the public and/or 1 or more years of college preferred.

Salary: \$8.25 per hour

Primary Work Schedule: 20 hours per week with a flexible schedule. Some night and weekend hours required.