

Library Clerk Position Description

Statement of Duties:

Provides general customer service and supports library operations.

Distinguishing Features of the Position:

This position reports to the Library Director for general instruction and review. Hours vary, but may not exceed 29 hours per week on a regularly scheduled basis. Evening and Saturday work is probable.

Examples of work (illustrative only):

Primary Responsibilities:

- Helping library patrons find materials.
- Checking materials in and out.
- Answering the library telephone.
- Shelving library materials and maintaining materials in proper shelf order.
- Preparing library materials for circulation.
- Mending library materials.

Secondary Responsibilities:

- Assisting in planning and implementing library programs.
- Updating genealogical indexes and summaries on the computer.
- Processing ILL requests and transits as scheduled or requested.
- Cataloging library materials using copy cataloging methods as scheduled or requested.
- Other library related duties as assigned.

Required Knowledge, Skills, and Abilities:

- A high school diploma or its equivalent is required.
- Library experience preferred.
- Some knowledge of library materials and methods
- Thorough knowledge of alphabet and of the decimal system
- Knowledge of and skill in using effective English, including good grammar
- Basic computer skills
- Ability to perform clerical tasks efficiently and accurately.
- Ability to deal courteously and tactfully with the public
- Ability to arrive at work in a punctual manner and reliably assume responsibility as delegated
- Ability to learn the use of office equipment, including photocopier, fax machine, computer programs and other equipment as required.
- Ability to handle details, complete work with normal speed, and tolerate stress of busy circulation desk.
- Ability to understand and carry out both written and oral instructions

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.

The noise level in the work environment is moderately noisy.

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 use hands and arms. Physical ability to bend, stoop, push, reach, grasp, finger for writing and typing, lift, and carry up to 40 lbs. Ability to listen to and communicate effectively with others in person and on the telephone. Specific vision abilities required by this job include far vision at 20 feet or further; near vision at 20 inches or less; and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only 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.

The position description of the Library Clerk 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. No individual City official or Library Board member has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Library Board.

Approved by Library Board 02-28-17