

JOB TITLE: LIBRARY CLERK (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Library Director, Assistant Library Director, Library Assistant II, and Library Assistant I respectively and in accordance with City Code.

JOB SUMMARY: Responsible for routine clerical library tasks defined by well established procedures which can be learned on the job; uses reference materials; handles circulation duties, and completes special projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Clerical: Shelves all types of materials, and shelf reads and straightens; checks for overdues.

Technical/Computing Services: processes new materials of all types; enters magazines on in-house system; receives and responds to e-mail from patrons and staff members.

Circulation: Starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prints and checks overdues; collects fines.

Public Service: Assists patrons in house and over the phone; assists public with computers; assists with reference work using print and electronic resources; offers reader's advisory services; participates in special projects, schedules meeting room use.

Personnel/Training: Creates targets for performance evaluation as per City policy; semi-annually reviews City and Library Board policy; records hours worked, tallies time sheets; attends staff meetings and in-service sessions; participates in library planning as requested.

Miscellaneous: Completes light cleaning duties (dusting, trash, etc.); other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Clerical: delivers mail, agendas etc.

Technical/Computing Services: mends all types of materials; creates spine labels.

Public Service: Recommends titles for consideration; calls patrons for holds, overdue notices, other messages; creates and implements programs for children, young adults and adults.

SKILLS AND ABILITIES:

Physical Requirements: ability to lift up to 40 pounds, ability to use step stools, to stoop or kneel; ability to use phone and computers, ability to use microfilm reader, cash register, calculator, etc.

Skills: ability to work well with the public; ability to learn, to follow directions, to work with or without supervision; ability to keyboard accurately at 40 wpm; one to two years of experience with various computer programs and functions.

Availability: ability to work weekend and/or evening hours regularly up to 30 per week; ability to substitute for others when necessary.

EXPERIENCE AND TRAINING: Enrolled in or graduate from High School or experience in clerical position held at least one year.

(Updated March September, 2009)