

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)

Library Clerk Position Information
January 2019

- Work begins January 29 or as soon as possible after that.
- Current hours include Wednesdays 4:00 or 4:30 – 8:15, Thursdays 1-8, and Saturdays 9:00 a.m. – 3:00 p.m. Some starting times MAY be flexible. Sunday hours (regular or on rotation) are also available.
- The schedule generally adjusts over 3 main periods (Sept-Dec, Jan-Apr, and May-Aug). Your hours will stay around 15-20/week (PLUS rotating Sunday hours), but will remain late afternoon/night and/or weekend times. Summer hours may change quite a bit as our hours of operation change.
- Staff meetings are held once or twice a month and while not mandatory, it would be good if you could attend some of these. It is paid time for all employees. You may also be called on to fill in for others from time to time.
- Starting wage is \$9.81. No benefits accompany this position.
- Applications (available online or at the library) must be turned in by January 25 to be considered. Interviews of the top candidates for the job will be scheduled immediately following. References may be checked following the interview.
- Please indicate on your application if you will NOT be available for interviews January 26 - Feb. 4 and what times during that week are best for you if you know of conflicts now.
- Resumes will not be accepted in place of the application form, so please fill that out as completely as possible. You may turn in a resume to accompany your application if you wish.
- At the time of the interview you will be asked to take a timed typing test and you will also be asked to shelve books for a specific length of time so wear comfortable clothes and shoes to the interview. Other duties are as listed on the job description. Applicants should be able to fulfill all essential job duties as listed, with or without accommodation.
- Library employees must comply with applicable city policies, including a dress code.
- Background checks and a drug test will be done before a final offer of employment is made.