

Library Clerk

DEPT: Leisure Services
DIV: Library
DATE: August 2018

FLSA: Non-Exempt
EEOC: Para- Professional



POSITION SUMMARY

Performs a variety of **semi-skilled duties** assisting in the day-to-day operations of the library, including reference, circulation, young adult programming, children, audio visual, special collections, technical services or print advertising.

SUPERVISION RECEIVED

Works under the general supervision of an assigned Librarian or Associate Librarian.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Circ-In/Circ-Out: May assist computerized library circulation programs; ensures efficiencies related to incoming and outgoing library inventory; assists in the organizing of materials and books; ensures proper processing, carting, shelving, etc.; processes item "holds", creates reports, locates missing items.

Operates computer to enter and update patron records; identifies patron status in relation to obligations, i.e., fines, and communicates the same to patrons; follows established guidelines in allowing waiver of fines; issues library cards; operates computer to delete items from the collections; sends out over-due notices on a daily basis; assists with the processing of overdue and billing notices.

Performs general and routine duties related to the sorting, shelving and re-shelving of library collection materials, including books, videos, magazines, newspapers, audio visual, etc.; performs shelf reading to monitor the accurate placement of materials; monitors collection for damage and needed repairs; maintains shelves order; creates displays showcasing themes and materials.

Performs patron assistance; receives and processes applications and registrations for library membership from the public; receives fees and issues receipts, issues public library cards.

Monitors in-coming cash related to library cards, fees, services, etc.; performs daily "closing" duties to ensure balancing cash, receipts, etc.

Reference: Answers patron research/reference questions; provides general reference assistance; responds to questions and directs patrons; may provide simple training to patrons in use of computer to locate collection materials via internet; may monitor e-mail addresses to check for memos, directives and information; assures patron compliance with library policies, practices and procedures for computer utilization.

Assists readers in the selection, organization and interpretation of library materials; instructs patrons in methods and process for submitting requests for specific materials of interest; identifies and educates patron in use of basic reference tools and catalogs.

Programming: Assists to deliver customer services geared to various target populations, i.e., adult, child or young adult patrons; assists to deliver young adult or children or pre-school special programs including story time, "think tank", puppet shows, etc.; conducts library tours; assists in children services programs; may write articles and newsletters as needed to promote the same; performs specific duties to expedite and ensure effective utilization of web-based "ticketing" process for special ticketed events; works various day or night shifts to deliver or conduct special programs.

Technical Services/Cataloging: Participates in compiling book lists; performs assigned duties related to acquisition, cataloging, classification and processing of library materials; performs general collection upkeep and maintenance; utilizes Records Description and Access (RDA) and BISAC protocols; repairs damaged materials, discovers and replaces missing items; withdraws books when requested by Library Director; assists to in-process new materials (i.e., periodicals, books), assures proper labeling and completes computer documentation verifying collection status; performs shelf reading to monitor the accurate placement of materials; monitors collection for damage and needed repairs, weeds and shifts collections; oversees maintenance of library's OPAC and Discovery web-based catalog.

Performs various aspects of the technical services processing function; processes paperback and hardback books; processes audio visual materials, CD's, videos, pictures, posters, etc.; prepares book jacket coverings; assures proper labeling of collection items; assigns bar-codes, verifies bibliography records, changes zebra labels; mends materials as needed, makes

recommendations to mend, bind or discard; processes library bindery orders; performs database maintenance, sets authority controls, performs data extraction and analysis related to circulation, administration, etc..

Assists and locates various types of equipment and machinery, such as copy machines, computer, laminator, etc.; instructs patrons in the operation of the same.

Systems Administration (ILS): Assists to monitor Integrated Library System; assists with upkeep on library equipment and machines, i.e., photocopiers, computers, disc/tape cleaners; assures proper supply of paper, replaces toner, removes paper jams, etc.; provides general instructions to patrons in equipment operations; sends and receives fax communications; acts as liaison with automated systems vendor and IT Support.

Digital Technology: Provides routine "help desk" assistance to staff and patrons; gives basic instruction on the use and applications of various software programs enabling access and research of library resources, inventory and web-based information; coordinates interlibrary loan activities, exchanging collection items as requested by patrons. Researches, files and fills reserve shelves.

General Operations: Assists with opening and closing procedures; performs a variety of general clerical and office duties; types materials, operates computer for word and information processing; maintains records and files; sets up displays; processes incoming and outgoing mailings; orders materials; maintains calendar of events, etc.

Performs routine materials filing, including cassettes, videos, C.D.'s, etc.; may assist the public with photocopying; sorts items for delivery to correct location in the system according to routing codes; shifts shelves as needed; participates in "weeding" projects.

Orders materials and supplies; performs general cleaning; picks up litter and items left by patrons as needed to maintain basic tidiness of the library; assists with opening and closing building and assures general building security.

Works as part of a team in a collegial environment.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

OR

B. And equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Minimal knowledge of general library reference, circulation, general classification methods, practices and procedures; Dewey Decimal System/Library of Congress Subject Headings; various areas of specialization of material related to different patron groups; reader interest levels; interpersonal communication skills. various specialty routines, methods, processes and procedures related to circulation, periodicals, and technical services; software applications, i.e., library automation systems; various types of inter-related equipment, specifications and compatibility; establish and maintain effective working relationship with fellow employees, subordinates and patrons of all ages; specialized library system elements, i.e., technical records, subject headings, authority records, Boolean searching, etc.

Skill in the operation of current technology, computers, various applications and resources unique to the library system.

Ability to perform general clerical functions quickly and accurately; analyze professional and administrative problems and make recommendations for solutions; supervise the work of a small group of subordinates; establish and maintain effective working relationship with fellow employees, subordinates and patrons of all ages; plan and direct specialized library services; maintain and control fiscal aspects of library planning; communicate effectively verbally and in writing.

3. Special Qualifications:

None.

4. Work Environment:

Employee in the position performs in a typical indoor setting with appropriate climate controls. Tasks require variety of physical activities involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting (up to 50 lbs.). Talking, hearing and seeing necessary to the performance of most duties. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)