

Library Clerk

Position Classification: Part-Time Non-Exempt

Reports To: Library Director

Pay Scale: \$9.10 - \$11.00 per hour

General Position Summary:

The Library Clerk supports and assists the Library Director in providing library services to the community. Specifically, the Library Clerk provides support for circulation, interlibrary loan, and shelving.

Essential Functions/Major Responsibilities:

- Follow all library practices and procedures as outlined in library policy and job training.
- Maintain working knowledge of library services, practices, and procedures and be able to explain them to patrons and volunteers.
- Perform circulation and/or registration duties including but not limited to: cash handling, checking materials in and out, issuing library cards, and shelving.
- Assist patrons in the use of computers, photocopier, and other equipment as necessary.
- Answer the phone, responding to inquiries and making referrals as appropriate.
- As in most jobs, the responsibilities of the Library Clerk often depend on his or her training and experience. Therefore, this job description may not necessarily include all of the essential functions that may be assigned to this position based on the continuing needs of the organization.

Secondary Functions:

- Under the guidance of the Director provide basic reference service by providing information, interlibrary loans and reserves, and facilitating informational requests concerning other sources of materials.
- Assist with processing of library materials.
- Assist with various clerical and secretarial tasks as assigned.

Job Scope:

Performs duties generally in conjunction with other staff within established parameters. Sometimes performs duties independently with regular supervision. Many decisions

are of a routine nature made within prescribed operating policies and procedures, but some decisions must be made independent of these.

Supervisory Responsibility:

None.

Interpersonal Contacts:

Has regular contact with others both inside and outside the organization. The most common external contacts are library patrons. Internal and external interactions involve information exchange, problem solving, negotiation, and customer service.

Contacts are made both at the employee's initiative and in response to other, with approximately 85% of the contacts made face to face and 15% over the phone. At least 70% of the contacts are with external patrons, and many of these involve the exchange of private patron information.

Required Skills and Abilities:

- Very good interpersonal, communication, and customer service skills.
- Considerable ability to understand and follow written and oral instructions.
- Ability to be organized and flexible.
- Ability to operate telephones, audio-visual equipment, computers, and various office machines.
- Basic typing/keyboarding skills.
- Ability to read, write, and understand English.
- Physical ability see, hear, and talk with library patrons.
- Physical ability to regularly sit, stand, bend, and stoop or crouch.
- Physical ability to lift and/or move up to 30 pounds.
- Visual ability to use close vision and the ability to adjust focus.

Education and/or Experience:

A high school diploma/GED is required, a bachelor's degree is preferred. Must have a valid driver's license and be able to pass a criminal background check. Significant experience as a reader of books is greatly preferred. Bilingual English/Spanish skills a plus.

Job Conditions:

The work 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.

Performs routine tasks within established parameters. Frequent interruptions may occur. The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperatures and electromagnetic radiation as in a computer screen. Some weekend and/or evening work is required.