



Library Clerk

SALARY RANGE

\$14.00 – \$15.87 per hour (Part-Time)

FSLA:

Non-Exempt

GENERAL SUMMARY:

Under general administrative direction, provides general clerical support to the Library; and provides effective and efficient public service assistance to the public.

SUPERVISION:

Under the general supervision of the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All behaviors comply with the City's Personnel Policies and Procedure Manual. Adheres to the assigned work schedule.
- Assist library patrons at circulation desk; check in or check out library material; issue library cards.
- Collect library fines; issue receipts; enter data into the computer; count money collected and ensure that money is properly documented.
- Process requests for library cards including accepting applications, verifying patron information, and entering data into the computer.
- Register and assist patrons at the public access computer workstations.
- Instruct patrons in the use of the online catalog.
- Receive, sort, and distribute newspapers, and periodicals.
- Maintain subscription records to ensure continuity of resources. Notify supervisor of late periodicals.
- File library card applications.
- Work as a cooperative and supportive member of the library team.

- Provide the best possible customer service to the public.
- Help maintain cleaning of DVDs and audio books.

OTHER DUTIES AND RESPONSIBILITIES:

- Shelf returned materials.
- Check shelves for overdue, lost and problem items.
- Enter and verify a variety of data in the computer system.
- Assist in opening and closing procedures of the library.
- Route damaged items to appropriate staff.
- Assist patrons with use of photocopier.
- Assist in setting up book displays and library programs.
- Helps prepare crafts for all story-times, summer programs and keeps an inventory of supplies.
- Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS:

EDUCATION

Requires a High School Diploma/GED.

EXPERIENCE

No experience required.

Type 35 wpm.

LICENSES AND CERTIFICATES

Possession of a valid driver's license.

COMPETENCIES:

An employee's performance will be evaluated on seven competencies.

- Customer Service
- Communication
- Quantity/Quality of Work
- Teamwork
- Initiative/Motivation
- Planning/Organizing
- Dependability/Attendance

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic arithmetic problems.
- Alphabetical and numerical filing.
- Modern office procedures, practices, methods, and equipment including computers.
- Pertinent federal, state, and local laws, codes, and regulations.

- Proper public contact and telephone etiquette.

Skill in:

- Operating equipment typically encountered in library services including computers, telephones, adding machines, and photocopiers.

Ability to:

- Work varied shifts.
- Organize work for appropriate and timely completion.
- Learn circulation desk policies and procedures.
- Interpret and explain library policies and procedures.
- Work independently in the absence of the supervisor.
- Receive coin and currency and make correct change.
- Learn the Dewey decimal classification system.
- Learn various types of computer software applications including word processing and Internet.
- Type at a speed necessary for successful job performance.
- Work in a team environment.
- Communicate clearly and concisely, both orally and in writing.
- Tactfully respond to requests and inquiries from the public.
- Flexibly adapt to a variety of work situations and interruptions.
- Readily adapt to changes in policies or work methods.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Discreetly handle confidential information.
- Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver's license check, and employment verification check.
- Meet City's driving standards.

WORK HOURS:

- Vary

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

| Activity | Not at all | Rare | Occasional | Frequent | Continuous |
|----------------------|------------|------|------------|----------|------------|
| Bend/Stoop | | | | X | |
| Twist at waist | | | X | | |
| Squat | | | X | | |
| Crawl | | X | | | |
| Climb | | X | | | |
| Reach above Shoulder | | | X | | |
| Crouch | | | X | | |
| Kneel | | X | | | |
| Balance | X | | | | |
| Push/Pull | | | X | | |

| | | | | | |
|--------------------------------|---|---|--|--|--|
| Work outside in all conditions | X | | | | |
| Work in confined spaces | | X | | | |
| Work at heights ≥ 3 feet | X | | | | |
| Operate machinery | X | | | | |

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

| Lifting Activity | 1-10 lbs. | 11-24 lbs. | 25-50 lbs. | 51-100 lbs. | 101+ lbs. |
|------------------|-----------|------------|------------|-------------|-----------|
| Floor – Waist | O | R | N | N | N |
| Waist – Overhead | R | N | N | N | N |
| Carry | F | O | N | N | N |
| Push/Pull | O | O | O | O | O |

| | | | | | | |
|------------------|-----|----|---------|---|-----|----|
| Hearing acuity: | N/A | __ | Average | X | Low | __ |
| Visual acuity: | N/A | __ | Average | X | Low | __ |
| Manual dexterity | N/A | __ | Average | X | Low | __ |

| | |
|-------------------------------|-----|
| Percent of time spent: | |
| Standing | 70% |
| Sitting | 15% |
| Walking | 15% |

Name: _____

Signature: _____ Date: _____