

Job Description



Library Clerk – PART TIME

Department: Library

Salary Grade: 7 - \$10.50-\$16.00 Hour

Reports To: Library Director

FLSA: Standard/Non-Exempt

Purpose:

Assists with providing library services to the community.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other duties may be assigned.

1. Provides circulation assistance, including checking materials in and out, registering new patrons, and collecting money for various patron transactions. Greets and directs patrons; answers the telephone.
2. Provides information or materials to answer questions posed by patrons and assists with computer-related questions; refers more complex reference questions to the Librarian or Library Director.
3. Assists in the planning and performance of youth service activities and other programs.
4. Shelves returned and incoming materials; assists with the processing of new materials.
5. Performs general office duties; works to maintain a neat and orderly facility.

Knowledge, Skills, and Abilities:

- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups.
- Basic skills to type, operate a copy and fax machine, use an automated computer library system and adapt to repetitive activities.
- Computer skills, including knowledge of Microsoft Word and Excel, email applications and Web browsers.
- Ability to communicate clearly and concisely in English, both orally and in writing.
- Ability to maintain confidentiality when working with sensitive information and to comply with record retention laws.
- Ability to understand problem solving and basic conflict management techniques.
- Understand and provide excellent customer service practices.
- Basic understanding of all City safety rules and operating procedures
- Ability to maintain proficiency and knowledge of current and/or new regulations/legislation within areas of responsibility.

Minimum Qualifications:

- High school diploma or GED.
- Working knowledge of alphabet, filing and library classification systems.
- Clerical and/or customer service skills and experience.
- Knowledge of and interest in books and reading.

Work Environment/Physical Requirements:

The work environment and physical demands 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.

- The incumbent works in a typical office environment with little or no exposure to unpleasant environmental conditions or hazards. Requires lifting up to 25 pounds and includes repetitive actions while sitting or standing. May require sitting and working at a computer for extended periods.
- Able to work Saturdays and afternoon-early evening shifts; ability to adapt schedule according to library's needs. Scheduled hours may vary, beginning at 12-14 hours/week and potentially increasing.
- Must pass a drug test, criminal history background check, and social security number verification check.

Preferences:

- Library experience, including work in a public service area.
- Experience working with children of various ages and teens.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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- Cash handling and basic bookkeeping experience.
- Bilingual in Spanish and English

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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