



JOB DESCRIPTION

Title: Library Clerk

Department: Library

Reports to: Library Assistant

Pay Grade: N/A

Date Adopted: June 8, 2021

Previous Revision Date:

Last Revision Date:

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

Perform a variety of library support activities in the shelving and straightening of materials and books. Assist with the summer reading program. Provide assistance to library patrons in the location of materials and the operation of equipment.

Essential Functions:

1. Shelf books, audio/visual material, newspapers, periodicals, and other materials. Sort and move heavy book bins and carts of library materials. Inspect DVDs and CDs for damage. Clean discs as needed. Maintain library materials in proper order. Maintain neat and orderly appearance of the library.
2. Instruct patrons in the use of the automated catalog and Dewey Decimal system. Assist patrons in locating and using library resources and materials. Identify, troubleshoot, and resolve patron questions or concerns.
3. Assist patrons in obtaining library cards. Enter, verify, and update patron records.
4. Check in and out library materials. Prepare materials for return to the circulating collection. Collect fines and fees.
5. Assist patrons in the use of microfilm, microfiche, copier, internet, computers, MakerSpace, and other equipment. Assist with public service activities for either children or adults. Perform minor maintenance and repairs on equipment as required.
6. Evaluate and maintain orderliness of shelved materials. Pull and route materials in need of mending, binding, repairing, or discarding.

7. Will be required to work evenings/weekends.
8. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
9. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
10. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
11. Keep confidential information confidential.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
14. The employee must be able to work extended hours in an emergency.
15. Perform other work which is consistent with the essential functions of the job.
16. Perform other duties as assigned.

Education and Special License(s)/Certifications:

None.

Experience:

Must be at least sixteen (16) years of age.

Skills:

1. Effective oral and written communication skills.
2. Good listening skills.
3. Ability to perform basic math and accounting skills.
4. Organizational skills.
5. Analytical skills.
6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
7. Manual dexterity.
8. Ability to work in environment with constant interruptions.
9. Good typing and data entry skills.
10. Reading.

11. Good customer/public relations.
 12. Ability to work independently.
 13. Working knowledge of word processing, email, and scheduling computer software applications.
 14. Excellent interpersonal skills.
 15. Excellent grammar, punctuation, spelling, and proofreading skills.
 16. Ability to learn public library operations, policies, and procedures.
-

Mental Requirements:

1. Ability to organize files and retrieve data effectively.
 2. Ability to learn and understand PC software applications.
 3. Alpha and numeric recognition.
 4. Ability to prioritize work.
 5. Logical reasoning.
 6. Patience.
 7. Ability to carry out assignments through oral and written instructions.
 8. Concentration.
 9. Accounting principles.
 10. Ability to compute basic math computations.
 11. Ability to work on several projects at once.
 12. Ability to work under distracting conditions.
 13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 14. Ability to train and guide others.
 15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 16. Ability to analyze complex problems and recommend possible solutions.
 17. Ability to multi-task.
 18. Ability to work under pressure.
-

Physical Requirements:

1. Ability to lift 60 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
-

Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

June 8, 2021