

POSITION DESCRIPTION

Class Title: PART-TIME LIBRARY CLERK

Job Code Number

Department: Library (25)

Grade Number:

Date: 03-03-2022

GENERAL PURPOSE

Primarily responsible in assisting full time staff members in providing library services to patrons. Work involves responsibility for routine circulation, shelf maintenance and clerical functions using SirisDynix Symphony WorkFlows. Duties include locating and checking materials in and out, providing information and technology assistance, registering new patrons, shelving library materials, inputting data, and assisting with special projects. Has frequent contact with the public, other city departments, schools, daycares, and other organizations. 95% of time is spent on working the circulation desk and the other 5% of time is spent on other tasks assigned.

SUPERVISION RECEIVED / REPORTS TO

Works under the broad policy guidance of the Children's Librarian or any full-time staff member in the absence of the Children's Librarian

ESSENTIAL DUTIES / RESPONSIBILITIES

Assist patrons at all service desks to provide information and technology assistance:

Make copies, scan documents, fax documents, answer phone

Process new and replacement library cards, shelve and shelf read materials, collect fines and fees

Help with library programs and services, assists with displays

Assist with ILL requests

Perform clerical and other staff support duties

PERIPHERAL DUTIES

Perform other related duties as may be assigned:

Help keep the library clean by dusting shelves, cleaning keyboards and computer screens, vacuuming or sweeping when needed, watering plants, spraying Lysol / Clorox spray, wiping library materials down

Perform in skits for Summer Reading Program and special story times

Employees are expected to always demonstrate the following:

Adaptability to changing situations

Ability to effectively communicate concise, timely, and accurate information through verbal and written methods

Provide positive, efficient, and effective customer service to external and internal patrons

Demonstrate positive social skills necessary to get along well with others

Align behavior with the library's mission, values, and strategic focus in serving a diverse community

Demonstrate an excellent work ethic

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma or GED is required

Necessary knowledge, skills and Abilities

Must be able to alphabetize and have knowledge of the Dewey Decimal System

Must be able to read, write, and speak English

Must have basic math skills and experience in counting change back

Must be able to type accurately and demonstrate proficiency in using Microsoft Office products

Must be able to navigate the internet and use web-based programs

Must be able to assist and instruct patrons on a wide variety of operating systems and devices

SPECIAL REQUIREMENTS

None required, but customer service and computer experience desirable. Previous library experience and Spanish fluency a plus

Up to 20 hours a week. Monday-Friday 9am-6pm but will work 12am-3pm, Saturday-Sunday closed

PHYSICAL DEMANDS

Must be able to see small lettering on labels, hear well enough to answer the phone and patron's requests

Must be able to bend, kneel, carry, stoop, reach above head, twist at the waist, lift 20 pounds, stand on a kick stool, walk across library to assist patrons, and climb 1 flight of stairs as needed, be able to push book cart weighing up to 100 pounds

Must have good personal hygiene

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Approval: _____

Effective Date: _____

Revision History: _____

