

JOB DESCRIPTION
LIBRARY CLERK

GENERAL SUMMARY

To perform a wide variety of responsible clerical work and patron assistance at the circulation desk; to be primarily responsible for maintaining the organization of materials; and to respond to or direct library patron inquiries.

SUPERVISION

General supervision is provided by the Library Director.

Duties and Responsibilities

1. Arrange and shelve libraries books, A/V materials and magazines. Shift books when shelves get crowded. Check shelves to see that all books are correctly shelved according to title, author and number.
2. Assist library patrons at circulation desk; check in or check out library material; issue library cards and accept cash for fines and services. Follow procedures in the MORE Daily Operations manual.
3. Process requests for library cards including accepting applications, verifying patron information, and preparing library cards.
4. Correctly sort, scan and prepare incoming and outgoing courier bins.
5. Answer the telephone; answer questions appropriate to skill level; relay messages to appropriate individuals.
6. Perform various procedures prior to closing the library; turning off lights, checking exit doors, straightening chairs, picking up materials from tables, etc.
7. Operate standard library equipment such as audio-visual equipment, copiers, microform machines, computers and calculators.
8. Assist patrons with routine location questions referring patrons to other staff members as needed and instruct patrons in the use of library equipment and online catalog.
9. Prepare library materials for circulation (book jacket or audio-visual case, labels, stamps, etc.)
10. Mend library materials
11. Perform various housekeeping tasks such as dusting shelves, straightening library appearance, watering plants, vacuuming, cleaning restrooms and other duties as assigned.
12. Other duties as assigned by Library Director.

JOB REQUIREMENTS

- Ability to operate a computer
- Ability to operate equipment typically encountered in library services
- Basic knowledge of library terminology, the Dewey decimal classification system; procedures and equipment; and of simple mathematics and English
- Ability to understand and follow written and oral directions
- Ability to establish and maintain effective working relationships with co-workers and the public
- Ability to conduct oneself with tact and courtesy
- Ability to repeatedly lift 40-45 lbs, use stairs and be physically able to perform the essential functions of the job with or without reasonable accommodation
- Ability to receive coin and currency and make correct change

- Ability to explain library policies and procedures
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to troubleshoot computer hardware and software
- Successful completion of a six month probationary period

MINIMUM JOB REQUIREMENTS – EDUCATION

High School Diploma or GED