# RUTH CULVER COMMUNITY LIBRARY POSITION DESCRIPTION LIBRARY CLERK

**PART-TIME NON-EXEMPT**

**NATURE OF WORK:**

Under the supervision of the Library Director, this position provides support to the Director, Assistant Director and Youth Services Librarian including, but not limited to, assistance in programming, collection development, marketing, reference and technical services. This position provides customer service and performs general library duties. Position includes daytime, evening, and weekend hours.

**DUTIES:** Includes customer service, technology assistance, general library duties and administrative/librarian support.

**EXAMPLES OF WORK:** (Illustrative Only)

# Administrative/Librarian Support

* 1. Assists with planning, organizing, administration and promotion of library and reading programs, outreach and services.
  2. Assists with technical services of new titles to the collection including activities such as ordering, cataloging, acquisitions and preparing new materials for circulation.
  3. Assists with collection development including selection of library materials for purchase and helping to maintain the collection through weeding.
  4. Answers technology questions, provides training and troubleshoots problems.
  5. Provides circulation support including reports and assisting other staff with circulation questions.
  6. Regularly communicates with the Director to discuss plans, share information and receive direction.
  7. Provides support to the Director, Assistant Director and Youth Services Librarian, by performing other duties, as needed.

# Customer Service and Circulation

* 1. Assist patrons in locating library materials.
  2. Assist patrons with online catalog, databases, computers, photocopier, and other library equipment & resources.
  3. Answer reference questions and provide reader’s advisory.
  4. Place holds on library materials for patrons.
  5. Register patrons for library cards.
  6. Answer telephone and direct to appropriate personnel.
  7. Collect fines and fees for overdue, lost, and damaged materials.
  8. Checkin and checkout of library materials.
  9. Inspect materials for damage when returned.
  10. Maintain hold shelf and prepare holds from/for other libraries.
  11. Maintain an orderly and clean work area.
  12. Shelve materials in proper order and maintain neat and orderly shelf areas.

# Other

* 1. Understand, follow and enforce library policies and procedures.
  2. Promote library programs, services and resources to customers.
  3. Assist with library displays and statistics, as needed.
  4. Attend staff meetings and continuing education programs as requested.
  5. Performs other related work as required.

# ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to establish and maintain effective, cooperative & courteous working relationships with the public, co-workers & supervisors.
2. Ability to maintain a friendly, helpful and professional appearance at all times.

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1. Ability to understand and efficiently perform library work as directed.
2. Ability to sort efficiently and to develop a working understanding of library services & resources.
3. Possess good spelling and typing skills, knowledge of computers and other library equipment.

# PHYSICAL DEMANDS OF THE POSITION

1. Frequent standing, walking, stooping, kneeling, crouching, and sitting.
2. Handling of items including picking up and shelving.
3. Bending/twisting and reaching; use of a step stool.
4. Pushing and pulling objects weighing 60-80 pounds on wheels.
5. Lifting and carrying up to 50 pounds.
6. Talking and hearing; use of the telephone.

# EXAMPLES OF EQUIPMENT USED

A. Computer, tablet, e-reader, photocopier, scanner, automation system, telephone system, audiovisual equipment, projector, step stool, book trucks and other library equipment.

# ESSENTIAL TRAINING AND EXPERIENCE

A. Must have a college degree or two years library experience. Equivalent combinations of education & experience will be considered.

*Approved by the Library Board April 11, 2018.*