

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Library Clerk I
Division: Administration
Department: Library

Effective Date: 10/01

GENERAL PURPOSE

Performs a variety of entry level, technical duties in providing assistance to library patrons and may coordinates the duties related to the circulation desk and processing of new materials.

SUPERVISION RECEIVED

Works under the direct supervision of the Library Director, may be supervised by other on-duty librarians or Clerk III.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs all tasks associated with library circulation; i.e., on-the-fly patron registration, checking in and out library materials; receipt of fines and fees, taking requests for reserves and interlibrary loans; and answering incoming telephone calls. Organizes and manages circulation operations in a business-like manner and in conformance with established policies and procedures.

Provides active assistance to the public in the location and use of library materials, may also provide reference and readers advisory service.

Performs opening and closing functions of the library to assure efficient operation of the facility.

Assists the Youth Services Librarian/Program Specialist with special programs and services.

Assists with inventory of the library collection.

Assists with the processing of new materials and the repair and maintenance of other library materials. Notifies the Library Director of needed office and book processing supplies in a timely manner. Assists with managing the shelving of items and ensures that materials are in correct location and maintains neat and orderly shelves.

Keeps book sale area organized and stocked with materials for public purchase. Maintains a record of patron request for new materials and gives the list to the Library Director in a timely manner.

Assists patrons in the operation of various types of equipment; i.e., copy machines, fax, computers, printers, etc. and with the use of the Internet and On-line Public Access Catalog. Keeps patron service areas organized and stocked with paper and supplies.

Enforces approved library policies and contributes to the team spirit of the library.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; with course background in general office and computer practices;

AND

B. One (1) year of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Basic knowledge of library reference, circulation, and classification methods, practices and procedures; Dewey Decimal System; children's, young adult and/or adult literature; proper cash handling procedures; inter-personal communication skills. A working knowledge of computer skills including Windows, word processing and the Internet.

Performs general clerical functions quickly and accurately; and work independently in carrying out work assignments; adhere to a prescribed routine; operate various office machines and equipment; supervise the work of a small group of subordinates; establish and maintain effective working relationship with fellow employees, subordinates and patrons of all ages; communicate effectively verbally and in writing; operate cash drawer and make change efficiently and accurately.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Must be able to push a loaded shelving cart up to 175 pounds; lift up to 40 pounds; reach to a maximum of six feet to reach upper shelves, with or without a step stool. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.