

Dolores Public Library District Job Description

Position Title: Library Clerk

Reports To: Library Director

Wage Category: Full-Time Regular, Non-Exempt

Date: September 15, 2021

General Position Description:

The Library Clerk performs a variety of basic library tasks, including circulation services; processing library materials; shelving and organizing the collection; greeting and assisting patrons; answering the telephone; filing; and preparing the facility for program use. The work requires a thorough understanding of how the Library is organized.

This is a full-time position and requires some evenings and weekends. The work schedule may be adjusted for programs, meetings, training, or other obligations. This position is a non-exempt position as defined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), Regulations 29 CFR Part 541. Benefits, if offered, are limited. Excellent customer service skills, an ability to perform duties effectively and accurately, and flexible scheduling are required.

Essential Functions:

Circulation

- Issues, renews, and/or discharges library materials according to established procedures.
- Processes patron registration materials according to established procedures.
- Informs the public of the Library's conduct and borrowing policies and other information.
- Assists with statistics, reports, records, logs, etc.
- Assists patrons with locating materials or information and with library equipment or device usage.
- Answers telephones and determines needs of caller. Provides basic and routine answers to questions. Refers callers to proper people and takes and delivers messages neatly and accurately.
- Participates in review and development of departmental policies and procedures.
- Maintains confidentiality in all patron and staff interactions.
- Performs other duties as assigned.

Programs

- Assists other staff members with programming, including after school programs, special programs in place, and the Summer Reading Program. Emphasis is placed on engaging all patrons through activities and program participation in an attractive learning environment.
- Helps prepare the library facility for program use.
- Adjusts work schedule to meet the needs of scheduled programming.

Collection

- Receives, screens, sorts, processes, shelves, organizes, files, cleans, and/or inventories library materials according to established procedures.
- Processes donated and weeded materials for book sales.

Marketing

- Provides proactive, friendly service to patrons, coworkers, and the general public.
- Assists with other marketing needs as directed.

Clerical

- Assists patrons with use of fax, printer/copier/scanner and understands their use.
- Assists patrons with personal computer needs.
- Performs other clerical duties and procedures as assigned.

Facilities

- Helps maintain an environment that is a source of community pride.
- Helps provide a secure environment for patrons, staff, and library materials. Takes action to deal with disruptive or problem patrons and enforces Library policies as needed.

Knowledge, Skills, and Abilities:

Knowledge

- Basic knowledge of print, non-print, digital, and online resources available from a wide number of sources, including publishers, the Internet, and library and vendor-based systems.
- Basic knowledge of patron and community needs and interests.
- Knowledge and support of the principles of intellectual freedom.
- Continuing knowledge through on-going professional development.

Skills

- Basic computer skills in a Microsoft Windows environment. Microsoft Excel experience desired.
- Basic technical skills with digital devices.
- Basic mathematical skills.

Abilities

- Ability to develop a working knowledge of the Library, its collection, and the organization and care of library materials, services, and programs to achieve the desired outcome.
- Ability to interact in a positive, effective manner with coworkers, Director, and general public.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.

- Ability to demonstrate positive, effective interpersonal relations with children, their caregivers, and other professionals who work with children to assist with children's services and programs.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to understand and follow oral and written instructions and to follow policies and procedures.
- Ability to successfully maintain performance of assigned duties and responsibilities.

Job Qualifications:

General clerical skills and experience working with the public. Requirement may be adjusted for local factors. Must have excellent customer service skills.

Education or Formal Training:

High school diploma or equivalent preferred. Must have an interest in library services and programs.

Supervisory Duties:

None.

Environment:

Work is performed in a normal public library environment, working with staff and the general public. Our purpose is to provide an environment that encourages reading and learning by all groups.

Physical Activities:

To successfully perform this job and to deal with the general public and children, the employee must be able to perceive sounds at normal speaking levels with or without correction, close visual acuity with or without correction, and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, typically not more than 10 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage facilities, not to exceed 50 pounds. Moving books, walking and standing for extended periods, and carrying a reasonable selection of materials between usage and storage sites is mandatory.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compliance/Other:

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. 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. This job description does not constitute an employment agreement between DPL and the employee and is subject to change as the needs of DPL, and the requirements of the position, change.

As an Equal Opportunity Employer, the Dolores Public Library District does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director.