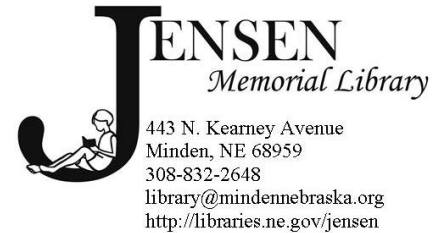


Job Description

Library Clerk



Summary: Library Clerk positions are responsible for working at the Circulation Desk, performing library clerical work involving circulation services and basic reference services. Clerks may occasionally be asked to assist in the planning and execution of events.

Classification: Part-time. Non-exempt.

Hours/Schedule: 12-18 hours per week. Varies to accommodate library needs with a combination of days, evenings, and weekends.

Compensation: TBD

Supervision: Works under the direction of the Library Director. No supervisory duties.

BASIC QUALIFICATIONS

- 18 years of age with a High School education or equivalency diploma.
- Minimum one year of work experience in library, education, or clerical setting.
- Basic knowledge of library materials and functions of a public library.
- Ability to interact with public in a friendly manner, exercising a high quality of customer service.
- Proficiency in the use of a computer workstation and commonly available office equipment.
- Relevant combination of education, experience, and training.

PREFERRED QUALIFICATIONS

- Bachelor's Degree.
- Experience in and/or knowledge of public library work.
- Knowledge of library computer-based and physical resources.
- Basic knowledge of general office procedures.

GENERAL DUTIES

- Work service desk using automated circulation system, including but not limited to, check materials in and out, assist in physical upkeep of materials, place titles on reserve, create new patron accounts, update expired cards, and any other related tasks.
- Answer incoming phone calls with proper phone etiquette and provide needed assistance.
- Assist customers with technology questions, including use of public library computers, mobile devices, and library microfilm reader/printer, and troubleshoot as necessary.
- Locate materials and information via print and non-print resources and assist customers in learning how to use the library's search tools.
- Re-shelve materials, shelf-read, and straighten and clean shelves as needed.
- Support event preparation and implementation, prepare spaces for in-house use and/or outside meetings and groups as needed, and oversee the appropriate use of library facilities.
- Participate in programming and special events as assigned and in the selection of materials by making suggestions.
- Open and close library according to written procedures, in accordance to work hours.
- Attend staff meetings and contribute to work-related discussions.
- Other duties as assigned by the director.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed instructions and close supervision are received during training and on new assignments, but routine assignments are carried out independently. On the job training is provided under the supervision of the library director.

- Show initiative and good judgment, based on established policies and procedures.
- Work independently with minimum supervision and take initiative to execute duties.
- Work in a pleasant and effective manner with patrons, co-workers, and volunteers.
- Stay organized and on task and prioritize tasks within work assignment.
- Operate office equipment such as photocopiers, printers, fax machines and computers.
- Receive, understand, and follow oral or written instructions.
- Use computers, including online automated library system; type accurately; problem solve basic issues.
- Handle money and process payments.
- Assist customers in finding library materials and answers to questions.
- Deal with multiple and extra unexpected tasks and patrons simultaneously.
- Enjoy reading and using other library materials.
- Execute a high level of attention to detail.
- Use tact and courtesy in dealing with staff and public and create pleasant impression of the library.

PHYSICAL DEMANDS

- Regularly required to talk and hear.
- Frequently reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls.
- Occasionally required to climb, balance, stoop, crouch, and lift and/or move up to 40 pounds.
- Visually perceive surroundings using close, distance, and peripheral vision, determine color, shapes, and depth.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the functions listed above.

WORK ENVIRONMENT

- The noise level in the work environment is generally quiet.
- Work is performed primarily indoors, in close proximity others. Occasionally employees may be required to perform work functions outdoors.
- Attire is expected to fit into a professional office setting while comfortable enough to perform varied job duties.

LICENSURE/CERTIFICATION

- Option to obtain Public Librarian Certification from the Nebraska Library Commission.

Note: This job description is not, nor is it intended to be, a complete comprehensive statement of all duties, functions and responsibilities which comprise this position.