



Job Title:	Library Clerk I
Department:	Library
Reports To:	Library Director or Assistant Library Director
Position Status:	Permanent Part-Time - Union
FLSA Status:	Non-Exempt
Grade:	TBD
Revised Date:	07/06/2021

Job Summary

The Library Clerk works under the general supervisions of the Library Director or Assistant Library Director. The Library Clerk preforms professional library services in circulation, reference, or children's library work. Work is varied and requires individual judgement within prescribed standards and procedures. Shifts may be rotational with other staff.

Acceptable Experience and Training

- The knowledge, skills and abilities acquired through a combination of education and experience sufficient to perform in this position including graduation from high school or GED and experience, competency, and courtesy working with the public.
- Practical knowledge of library use is necessary
- Experience working in a library or similar work with the public is preferred
- Basic computer skills and experience are required.

Essential Duties and Responsibilities

- Check out/check in patron items.
- Help users place holds on books, renew items, or pay replacement fines.
- Register new patrons and/or modify a patron record
- Look up patrons' PIN for placing holds on books/media
- Send/receive faxes for patrons
- Assist patrons with copies
- Teach patrons how to use the library's digital library and how to use their login for HOLDS, etc.
- Works with Director or Assistant Director to determine replacement or repair of circulating items
- Maintain effective working relationships with fellow employees
- Assure the library is operated in an effective and efficient manner
- Meet patrons needs by promoting library services
- Maintain library collection following prescribed & customary policies
- Help in training new staff and volunteers

- Oversees volunteers in absence of Director or Assistant Director

Required Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representation of the minimum knowledge, skills, and abilities required.

- Communicates effectively orally and in writing
- Able to read and understand verbal and written communications
- Service interlibrary loans and overdue materials including preparing and notifying patrons of ILLs
- Enforce library rules for protection of library property and/or individuals
- Serve patrons as needed at service desk (i.e. issuing new cards, reserving books via online catalog, helping with reference questions, instructing patrons on proper use of library and library policies)
- Help with processing new materials and maintaining existing library materials
- Clean and dust shelves as time allows
- 'Wash' books or materials if needed to help maintain a neat and clean library
- Shelve returned items in a timely manner to prevent patron confusion
- Assist in library programs throughout the year- story time, summer reading, summer lunch
- Share library duties with other staff members as needed
- Help prepare daily patron and circulation counts and patron files
- Assist patrons with their computer questions, needs, and problems or technology items if IT staff is not available
- Assist patrons with document scanning and prints, flash drive use, photo or document saving or transferring as needed
- Assist patrons with personal devices such as tablets, laptops, phone or other eDevices if IT staff is unavailable
- May have to help address software problems or troubleshoot PC issues when IT staff or Director are busy or unavailable
- Help with basic computer maintenance if needed
- May be asked to perform OTHER DUTIES AS NEEDED
- Understand and adhere to all library policies
- Abide by Montana confidentiality and privacy of library records laws
- Abide by the ALA Code of Ethics
- Will treat others with respect and consideration, handle all situations with tact, and treat the public in a manner that effectively promotes a good image for the Library and the City of Laurel.
- The Library Clerk will establish and maintain effective communication and working relationships with fellow employees of the City and with City officials.

Physical Demands & Working Conditions

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, to enable the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and related equipment.
- Working conditions require moderate physical effort, moving between 5 and 25 pounds, where effort is intermittent and less than 15% of the time.
- Work requires high attention to detail or deadlines where effort is occasional and between 15% and 45% of the time.
- A typical workday involves exposure to one disagreeable element present, none of which are greater than moderate intensity, on an intermittent basis and less than 15% of the time.
- Commits to flexible hours as necessary to reach goals and help administer the policies of the library. May be asked to work weekends or evenings.

Disclaimer

The position descriptions above are intended to describe the general nature and level of work being performed by the employee assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for this position. Individuals may perform other duties as assigned, related to library and Public Computer Center (PCC) operations.