

Job Title: Clerk

Department: Osage County Library

Reports to: Branch Manager

Salary Grade: 2

JOB DESCRIPTION

Summary/Objective

This position provides assistance to patrons in checking library materials in and out, issuing library cards, answers Library phone, shelves materials and performs clerical, record keeping and other routine tasks as assigned.

Essential Duties and Responsibilities

1. Provides circulation services by checking in and out materials and retrieving materials for patrons.
2. Assists with maintenance of the Library, including straightening, shelving materials, and shelf reading in assigned areas.
3. Provides basic reference services by assisting customers in locating items and use of reference materials.
4. Assists patron with information needs on the public access computers.
5. Assists with programming activities and preparation of displays.
6. Operates cash register for all financial transactions, such as fines and replacement cards.
7. Performs other duties as assigned:
 - Participate on committees.
 - Attend and participate in department and Library meetings.
 - Assist in preparation of materials for Library programs.
 - Assist at Library events and programs;
 - Empty book drop and AV drop;
 - Open and close the Library.

Knowledge, Skills and Abilities:

1. Ability to:
 - a. Utilize good organization, communication and customer service skills.
 - b. Communicate clearly and effectively.
 - c. Work cooperatively with customers and library staff.
 - d. Adapt to changing and evolving Library procedures, priorities and information technologies.
 - e. Work independently and be self-directed.
 - f. Utilize excellent phone skills to effectively communicate.
2. Knowledge of basic computer skills and able to access e-mail and Library intranet.
3. High degree of customer services skills to work with customers of all ages, including special needs customers and library staff.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machine, printers, cash register, credit card machine, etc.

Physical Demands

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 accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent bending, lifting, reaching and stooping to select and shelve library materials.
- Standing, sitting, and walking.
- Lifting and carrying, 25 pounds or less.

Position Type/Expected Hours of Work

This is a part-time position. Evening and weekends are required. Days and hours of work are:

- Tuesday and Thursday – 11:45 p.m. – 6:15 p.m.
- Wednesday – 8:45 a.m. – 1:45 p.m.
- Every other Saturday – 8:45 a.m. – 1:15 p.m.

Must be able to fill in for unscheduled absences when needed. See below for applicable hours:

- Monday through Friday 8:30 a.m. – 6:00 p.m.
- Saturday - 9:00 a.m. – 1:00 p.m.

Education/Experience

1. High school diploma or GED.
2. Previous library experience helpful.
3. Previous clerical experience preferred.
4. Previous public service experience preferred.

Other duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager

Human Resources Officer

Employee signature below constitutes employee’s understanding of the requirements, essential duties and responsibilities of the position.

Employee Name

Date

Employee Signature