

Job Title: Clerk **Department:** Children's Department

Reports to: Children's Department Manager **Salary Grade:** 2

JOB DESCRIPTION

Summary/Objective

Provides circulation and reference services to library patrons and performs clerical 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 Children's Department, including straightening, shelving materials, and shelf reading in assigned areas.
3. Provides basic reference services by assisting patrons in locating items.
4. Operates cash register for all cash transactions.
5. Answers Library telephone and assists patrons by taking messages, renewing library materials, or transferring calls to appropriate department or individual.
6. Assists with opening and closing the Library.
7. Attends and participates in department, committee, and Library staff meetings and programs.
8. May work other service desk areas.
9. Performs other duties as assigned.

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 library staff and particularly with children and parents.
 - 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.

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, printers, phones, photocopiers, fax machine, cash register, 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. Library staff are assigned to work between the following hours:

8:00 a.m. – 9:00 p.m., Monday through Thursday; Friday: 8:00 a.m. – 6:00 p.m.; Saturday:

8:00 a.m. – 5:00 p.m.; and Sunday: 12:00 p.m. – 5:00 p.m. Work hours will be determined by the Children's

Department Manager and will include some evening and weekend hours.

Education/Experience

1. High school diploma or GED.
2. Previous library experience helpful.
3. Previous clerical and/or public service experience.
4. Previous experience working with children preferred.

Additional Eligibility Qualifications

High degree of customer services skills to work with patrons of all ages, including special needs patrons and library staff.

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