

POSITION DESCRIPTION

Class Title: Library Clerk
Department: Library
Date: July, 2007

Union: N/A
Location: Library

GENERAL PURPOSE

Under the direct supervision of the Head Librarian and the City Manager. Performs a variety of tasks to serve the public. Assists the public with material selection. Job requires a working knowledge of library policies and procedures and general office practices.

SUPERVISION RECEIVED

Works under the direct supervision of the Head Librarian and the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves patrons, checks out and reshelves books and maintains library stacks, receives application for and grants library cards, answers questions concerning library materials and equipment, assists patrons in operation of microfilm reader/printer and photocopier, assists patrons in operation of public computers and basic computer applications, collects fines, instructs patrons in library use, assists in locating and obtaining desired materials or information, operates library automation system and public access catalog, attends library training and workshops as needed.

Performs a variety of other clerical tasks for both Library and City Hall operations such as: pick up daily mail, check in and display of periodicals and newspapers, prepares patron records, answers phones, miscellaneous records filing, maintenance, and organization.

Performs duties within work rules and safety policies of the City.

PERIPHERAL DUTIES

Performs other duties as required by the Head Librarian and the City Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of overall library operations; knowledge of modern office practices and procedures; knowledge of personal computers and basic computer programs; knowledge of internet and email programs.

(B) Skill in operation of listed tools and equipment.

(C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS

Hold or be eligible for State of Michigan Level VII Certification (Certificate of Library Experience) or higher level of certification.

TOOLS AND EQUIPMENT USED

Telephone; personal computer and computer programs; copy machine; fax machine; calculator; microfilm/fiche machine; CD-ROM equipment; Kindle and other electronic reading devices.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Manager

Effective Date: July 1, 2007
Revision: January 10, 2017