

NON EXEMPT

CITY OF WILLOWS
LIBRARY CLERK – PART TIME

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision of the Library Director, the Library Clerk is responsible for multiple library functions, including but not limited to, providing circulation and reference services to library patrons and assisting them to use library resources and equipment; collecting circulation statistics, shelving library materials and maintaining the order and appearance of the library and collection.

DISTINGUISHING CHARACTERISTICS:

This position involves primary responsibility for the efficient operation and maintenance of the circulation desk and public service area of a library. Work is primarily of routine nature and involves the performance of a variety of standardized clerical tasks necessary for the proper organization and distribution of library materials. Detailed instructions are given for new or difficult assignments. Work is performed under direct supervision. Performs related work as required.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision and direction from the Library Director.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs general circulation desk duties: assists patrons with general reference questions and in locating and using library resources, equipment and online catalog and databases; registers patrons and checks materials in and out; monitors and assists patron use of public access computers.
- Maintains the library's public areas: sorts returned materials by classification, shelves them accurately; straightens and cleans shelves; shifts books as necessary when shelves become full; reads shelves to keep the collection in order.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office

February, 2017

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setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. High school diploma or equivalent required, with experience in public libraries preferred.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Computer programs and applications; common library procedures and practices.

Ability to:

- Strong communication and interpersonal skills for providing quality customer service to patrons. Use/learn library software programs. Work independently and make decisions within established guidelines for the position. Lift up to 20 lbs.

Skill to:

- Operate an office computer and variety of word processing and software applications.