

**Twin Bridges Public Library  
Position Description**

**DEPARTMENT:** Library

**POSITION:** Part-Time Clerk

**ACCOUNTABLE TO:** Library Director

**SUMMARY OF WORK:** Position is under the general supervision of the Library Director and/or Assistant Director. Position performs clerical and technical work in operating and maintaining the public library. Position may be required to travel for specific projects or training.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties involved in the various circulation procedures related to basic library operation. Work is performed in the Library during hours of operation. Position may require travel for special projects and training.

**Personal Contacts:** This position comes into frequent contact with the public.

**Supervision Received:** This position coordinates duties on a daily basis with the Assistant Director and/or Director.

**Essential Functions:** This position requires the ability to: operate the library's computerized and internet-based library circulation and search systems; maintain a high level of professional customer service; maintain a high respect for confidentiality; operate library office equipment; maintain accurate files; be mobile; stoop in order to retrieve library materials and may require extensive sitting or standing; walk; reach above head to grasp materials on higher shelves; lift at least 25 lbs.; use step ladder or stool to reach materials on the top shelves; occasionally travel for special projects or training; calculate; handle money; read written material; be patient while helping patrons.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Check out and re-shelve books and maintains accessible library stacks.
- Receives and enters applications for library cards.
- Answers general and directional questions.
- Assists in the processing of new library materials.
- Assists patrons in finding the materials they are looking for. This involves the use of the of the library's Online Public Access Catalog (OPAC).
- Assists patrons in the operation of photocopier/fax and public internet computers.
- Performs other related duties as required.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of: library principles; library organization, operation and procedures; and knowledge of current reference materials.

**Skills:** This position requires skills in: customer service; computer use; record keeping; and operation of basic library and office equipment.

**Abilities:** This position requires the ability to: demonstrate a high level of customer service; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; perform a variety of duties without supervision; keep accurate records; provide an orderly library environment; patiently assist patrons; handle cash; calculate.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Assists in providing high quality library and customer services.
- Performs assigned duties.
- Adhere to high standards of library confidentiality.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Provides an orderly library atmosphere.
- Observes work hours.
- Maintains working knowledge and understanding of modern library practices and concepts.
- Demonstrates punctuality.
- Helps keep library materials organized.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

### **DUTIES PERFORMED DAILY AS TIME ALLOWS:**

Check out, check in and shelve library materials.

Straighten book shelves.

Make sure spine labels are attached, "wash" dirty books, and make sure books are organized correctly.

Keep public areas neat and inviting.

Call people whose holds are available.

Shelve locked case materials.

Enter new card applications in library's automated circulation system.

Substitute workers are responsible for all the above duties and any other assigned by the Library Director and/or Assistant Director.

All employees must dress in a professional manner and treat the public with respect.

This job description does not constitute an employment agreement between the Employer and the Employee and is subject to change by the Employer as the needs of the Employer and requirements of the job change.