

STILLWATER COUNTY
POSITION DESCRIPTION

OCTOBER 2016

POSITION: Library Clerk
DEPARTMENT: Library
ACCOUNTABLE TO: Library Director

SUMMARY OF WORK: This position performs professional and technical work in operation and maintaining the public library under the general supervision of the Chief Librarian. Must be able to assist with working with children, organizing and executing library programs. Must be able to work with the general public, coworkers and others in providing library services to the public.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties which require accuracy, timeliness and the ability to work closely with adults and children. Work is performed in a library setting during hours of operation, including evenings and weekends. Position attends occasional meetings. Position is required to maintain the confidentiality of sensitive information.

Personal Contacts: This position comes into frequent contact with the public on a daily basis, and with other institutions as needed.

Supervision Received: This position receives direction from the Chief Librarian on a daily basis through face to face communication.

Essential Functions: This position requires the ability to: be mobile, stoop in order to retrieve library materials, sit and stand for extensive periods of time, walk and talk, reach above head to grasp materials on higher shelves, lift and move at least 25 pounds, maintain the confidentiality of sensitive information, use step ladder or stool to reach materials on the top shelves, calculate and handle money, read written material, operate library office equipment, maintain accurate files, be patient when helping patrons especially children, and have visual acuity necessary to perform duties.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Answers the telephone.
- Checks books in and out.
- Inputs new titles and deletes old titles.
- Assists patrons in finding information via the Internet and the card catalog.
- Shelves books and other materials.
- Maintains shelving order.
- Runs the copy machine and fax machine.
- Operates library phones, personal computers and various software packages.
- Conducts interlibrary loans.
- Performs other related duties as required.
- Works with staff to organize & execute library programs.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of: books and reference materials, computer software such as Windows operating systems, accessing and conducting research on the Internet, the Dewey Decimal System, circulation procedures, and proper reading material for children. Must also obtain Montana State Library Certification within 3 years.

Skills: This position requires skills in the use and operation of a computer, photocopier, and other library office equipment.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; use a computer; perform research on the Internet; patiently work with children; keep accurate files; handle money, make change and perform minor calculations; prepare accurate reports; read out loud in a clear voice; use proper phone etiquette. Position must also pass a background check.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--High School Diploma or GED.

--Montana State Library Certification must be obtained within three (3) years.

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:

--Performs assigned duties.

--Observes work hours.

--Demonstrates punctuality.

--Adheres to standards of confidentiality.

--Maintains accurate and timely records.

--Prepares and submits accurate and timely reports.

--Deals tactfully and courteously with the public.

--Competently assists patrons to find information via the Internet, card catalog, and magazines.

--Establishes and maintains effective working relationships with fellow employees, supervisors and the public.