

Job Title: Part-Time Library Clerk
Pay Rate: Grade 2 (\$15.15/hr)
Department: Library, City of Craig
Immediate Supervisor: Library Director
Date Revised: December 16, 2021

Position Summary

Under the Library Director, the part-time Library Clerk performs a wide variety of general library work in technical and/or public services to assist patrons and with the daily operational needs of the library. These duties may include cataloging, processing, circulation, shelving of library materials, research and reference assistance, programming, and related duties as assigned.

Duties & Responsibilities

Customer Service/Front Desk Assistance

- Prepare library for opening including general cleaning and housekeeping.
- Check materials in and out using circulation software.
- Greet and direct patrons to various locations and resources within the library.
- Answer the telephone; take and deliver messages to staff as needed.
- Register new library patrons on computer system.
- Advise patrons about the library, its services, and resources.
- Assist in the maintenance of computer databases.
- Assist patrons with the operation of special equipment and machinery.
- Answer reference questions and refer other questions to appropriate sources.
- Assist with technological services and provide services such as online searching, bibliographic utilities as a source for MARC records, updating holdings information, data entry, special projects, Interlibrary Loan, registrations for The Talking Book Center, and explaining ListenAlaska eBook opportunities.
- Catalog fiction books and magazines.
- May train volunteers as needed.
- Request, process, and track Interlibrary Loan.
- Process overdue notices for materials to be classified as "LOST" under library policy.
- Responsible for the daily patron and computer usage counts (both of which must be reported to the State of Alaska per grant requirements).

Collection Assistance

- Read the DVD collections weekly.
- Assist Library Director with annual inventory.
- Prepare books and other materials for patron use.

- Maintain periodical collection by recording incoming magazines and newspapers, alerting Director to subscription problems, and maintaining periodical collection area.
- Call patrons about reserved, ILL (inter-library loan), or significantly overdue materials.
- Shelve books and other materials.
- Perform minor repairs and cleaning of books and materials.
- Make recommendations of additions and withdrawals of material. Identify subject area needing development in cooperation with the Library Director.

Qualifications

- High school diploma or equivalent preferred.
- Possess working knowledge of office practices and procedures.
- Possess working knowledge of proper English grammar, vocabulary, and spelling.
- Ability to type and operate a computer quickly and accurately.
- Possess computer skills including Windows software and some networking experience.
- Possess knowledge of library methods and procedures including books and authors.
- Ability to analyze situations accurately and to adopt an effective course of action.
- Ability to provide quality customer service in a courteous and tactful manner.
- Ability to work with all age groups for programming purposes (youth, teen, adult).
- Ability to establish effective working relationships with co-workers.
- Must be able to pass Drug test.

Supervision

The part-time Library Clerk works under the general supervision of, and is responsible to, the Library Director.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment & Physical Demands

Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision and other powers of observation are essential to permit the employee to read, sort, and shelve library materials, and maintain patron and cataloging records. Often times, the employee must move, shelve, and retrieve library materials from high and low settings. Physical capabilities must include normal mobility including kneeling, stooping, lifting up to 75 pounds, ability to do repetitive tasks, hand dexterity to handle small items as well as large, ability to hear at a conversational level, and vision capabilities to handle library tasks.

Position/Employment Information

This is a part-time, hourly position through the City of Craig. The City of Craig is an Equal Opportunity Employer.

Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.

Printed Name

Employee Signature

Date

Director

Date