



LIBRARY CLERK SENIOR LIBRARY CLERK

AGENCY/DEPARTMENT:
Community Services/Library

Approved By HR Director: Linda Matthews
Date Approved: 07/21/2005
Date of Last Revision: 6/5/2002

Reports to: Various
Supervises: N/A

JOB SUMMARY: Under moderate supervision (Library Clerk) or general supervision (Senior Library Clerk), receives, processes and provides copy cataloging of library materials; checks materials in and out for library patrons; assists patrons in the use of library services, assists staff in performing a variety of clerical tasks; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: The Library Clerk class is characterized by its responsibility for routine maintenance of library materials and assisting general Library patrons. It is distinguished from the Senior Library Clerk by the latter's responsibility for operational and/or procedural expertise for a Library sub-unit (e.g., periodicals, Local History, Outreach/Literacy) and working in a lead role with Library Pages and/or other clerks.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Serves at public circulation desks checking library materials into and out of circulation, registering library patrons, collecting fines and making change.
2. Assists public by explaining basic library procedures for registration, circulation of library materials, and locating library items as needed.
3. Explains procedures for late return of library materials and prepares delinquent materials and reports for collections.
4. Provides technical assistance to customers using electronic resources.
5. Prepares and maintains reports, records, monthly statistics, activity reports and other materials as necessary.
6. Elicits cooperation of library patrons in observing library rules and regulations.
7. May inspect, clean, and mend library materials.
8. May assist in selecting, ordering, processing and distributing library materials and supplies.
9. May assist in copy cataloging of library materials.
10. May drive Library vehicle to deliver materials to branch locations.

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IN ADDITION TO THE ABOVE, FUNCTIONS MAY ALSO INCLUDE:

11. Responds to non-routine inquiries regarding operations and/or procedures specific to assigned Library sub-unit.
12. Coordinates the daily work activities of Library Pages, part-time staff, volunteers, and/or work-study students.
13. Assists with the training of staff assigned to designated Library sub-unit.
14. When assigned to the local history room, may process and label archival and/or outreach/literacy materials.
15. May present library programs, story times, and book talks.

QUALIFICATION GUIDELINES:

LIBRARY CLERK

EDUCATION/EXPERIENCE: High School diploma or recognized equivalent and 6 months of clerical support experience.

KNOWLEDGE OF:

- Basic library practices, procedures, and terminology.
- Record keeping methods and procedures.
- Basic library research tools.

ABILITY TO:

- Learn the Dewey Decimal system.
- Learn and apply Library policies and procedures related to work assignment.
- Follow library procedures and clerical tasks involving registration, circulation, delinquencies, shelving of library materials, and online cataloging systems.
- Organize and file library materials alphabetically, numerically and chronologically.
- Operate typewriter to record information on forms, files, and records.
- Operate a cash register.
- Operate computer using relevant word processing, spreadsheet, and library systems software; entering and retrieving data with speed and accuracy.
- Understand and carry out oral and written instructions.
- Interact and communicate effectively both orally and in writing.
- Exercise tact and diplomacy when dealing with the public.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

SPECIAL REQUIREMENTS:

- Ability to work evenings and weekends.

DESIRABLE:

- One year of library experience.

SENIOR LIBRARY CLERK

EDUCATION/EXPERIENCE: High School diploma or recognized equivalent and 2 years of library operations and support experience.

IN ADDITION TO THE REQUIREMENTS OF THE LIBRARY CLERK, THE SENIOR LIBRARY CLERK REQUIRES

KNOWLEDGE OF:

- Standard library practices, procedures, and terminology.
- Standard library research tools.
- Dewey Decimal system.

ABILITY TO:

- Apply and explain Library policies and procedures related to work assignment.

FLSA Exemption Status: Non-Exempt

Employee Unit: # 6, Miscellaneous Services

DOT Program Participant: No

Job Family: Library - Technical

Class Progression:

- Library Clerk
- Senior Library Clerk
- Supervising Library Clerk
- Library Assistant
- Senior Library Assistant