



OZARK REGIONAL LIBRARY

POSITION TITLE: Library Clerk

Part Time, NON-EXEMPT

SUMMARY OF POSTION: Under direct supervision, this position is responsible for shelving, processing and maintaining library materials, and for providing customer service to the general public at the checkout desk.

BASIC QUALIFICATIONS:

- Must have completed the 12th grade and have 1 year of experience providing customer service.
- Experience in utilizing a personal computer and the Internet.

DESIRABLE QUALIFICATIONS: 2 years of college

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Interacts well with all kinds of people of all ages and treat others with patience, courtesy, respect, and tact
- Enjoys books and reading
- Skill in alphabetic and numeric filing
- Skill in operating standard library and office equipment (i.e., personal computers, photocopiers, fax machines, etc.)
- Ability to become familiar with library resources and their location in the facility
- Ability to learn and understand library terminology and functions, as well as library software and equipment, such as the microfilm readers
- Ability to learn and understand library policies, practices and procedures
- Ability to communicate effectively
- Ability to establish and maintain effective working relationships with the library users and the staff
- Ability to multi-task and be flexible
- Ability to work with minimal supervision

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports and contributes to the overall library mission and demonstrates good judgment in the implementation of library policies

- Performs all work in a courteous and cheerful manner
- Assists patrons who need help
- Works at the circulation desk, assists other staff, help maintain the good order of the library (shelve books, push in chairs, etc.) as needed
- Calls patrons to notify them that their hold is ready for pick-up
- Performs other duties, as assigned

SUPERVISION EXERCISED: NA

SUPERVISION RECEIVED

Works under the direct supervision of the Branch Manager

PUBLIC CONTACTS

Continuous contacts with library personnel and the general public

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and 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 functions.

Typical Needs:

- Position requires frequent sitting, walking, bending, reaching, handling, grasping, talking
- Hearing, and repetitive motions of hands/wrists
- Specific vision abilities required to do this job include close vision and the ability to adjust focus
- Ability to hear and speak with patrons, staff, and telephone callers
- Ability to sit for extended periods
- Ability to use keyboard and to view computer monitor for extended periods
- Ability to move and check in library materials using an automated circulation system
- Ability to lift and carry at least 30 pounds
- Ability to push and pull 100 pound carts
- Performing the duties of this job requires the use of equipment including but not limited to: computer, telephone, copy and fax machines, microfilm/fiche reader/printer and general small office tools

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.