



Position Description
LIBRARY CLERK LEAD

Department: Library

Reports To: Library Director

FLSA: Non-exempt

Purpose of Position

Under direct supervision of the Library Director, performs duties essential to the daily operation of the Library. An entry-level position, incumbent performs duties primarily relating to circulation and organization of materials, and patron assistance. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the overdue process including notices, personal contacts, and record keeping.
- Checks materials in and out.
- Replaces returned items to shelves; periodically inspects shelves to ensure items are in their proper place.
- Assists with check in and processing of new magazines and newspapers.
- Adds and deletes items on the reserve lists.
- Receives and sorts mail and shipments.
- Assists patrons with microfilm reader, computer and copier operation.
- Performs clerical duties such as answering the phone, and using a fax machine and copier.
- Assists patrons with reference questions using a variety of sources .
- Oversees clerk interns; monitors their performance and reports any significant problems to the Library Director.
- Opens and closes the library when scheduled.
- Attends staff meetings and workshops to improve self and library services as required.
- Manages Interlibrary Loan Functions

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs miscellaneous clerical duties as necessary.
- Other duties as apparent or assigned.
- Reads reviews of books and/or other materials and recommends purchase. Performs reader advisory functions.
- Processes, covers, and repairs books as needed.

Minimum Education or Experience Required

High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G.E.D. and twelve months to two years related experience or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- None.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions using several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence; ability to interview, counsel or advise people; ability to evaluate technical data.
- Ability to direct and supervise circulation clerk interns.
- Ability to file, post and mail materials.
- Ability to interview to obtain basic information such as name, addresses and reference need, etc.
- Ability to guide patrons and provide basic information related to the library.
- Ability to learn the library circulation/catalog programs as well as basic Windows functions.
- Knowledge of public library operation including the Dewey Decimal System.
- Ability to establish and maintain proper working relationships with superiors, co-workers and the public.
- Knowledge of personal and network computer operations. Proficient with Microsoft Office programs, internet browsers, and familiarity with mobile devices.
- Ability to maintain confidential information.
- Knowledge and understanding of reference tools, research skills, general literature, and basic library principles, procedures, technology, goals and philosophy of services.
- Knowledge of English grammar, spelling and composition.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Circulation/catalog computer software, network computers, database software, spreadsheets, word processing software, calculator, microfilm reader/printer, photocopier, fax machine, telephone, and a variety of library and commercial software programs including Windows software and the internet.

Supervision

Circulation Clerk Interns.

Physical Demands

The physical demands described here are representative of those that 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must

regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position may involve evening and weekend workhours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Library Director

Date

Library Board of Trustees, Chairperson

Date