

NORTH PLAINS PUBLIC LIBRARY	
POSITION DESCRIPTION:	LIBRARY CLERK
FOCUS: ON CALL	PAY RANGE: \$13.64 - \$16.57

North Plains Public Library has an immediate opening for an entry level on call position. With a focus on basic circulation work. To apply please send a resume to the Library Director Will Worthey no later than May 10 2018. Please send the email as a digital attachment in PDF format to willw@wccls.org

Preference will be given to those able to undertake flexible work scheduling. Note no set schedule is promised for this entry level position.

PURPOSE OF POSITION

Performs customer service and clerical library duties such as checkin and checkout of library materials; utilizes a library automation system; and shelves library materials.

ESSENTIAL JOB FUNCTIONS

- Assists the public at the service desk, fielding questions and explaining policies in a courteous and timely manner;
- Checks materials in and out using an automated system;
- Explains library policy and procedures related to overdue items, fees, etc;
- Inputs data to issue or revise patron library cards;
- Opens and closes the library;
- Utilizes a personal computer to compose documents and compile data;
- Receives and counts cash payments;
- Maintains clean and orderly work areas;
- Keeps Library Director and others informed regarding work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attend meetings, conferences, workshops, and training sessions, and may review publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Creates patron registrations and performs readers advisory functions;

AUXILIARY JOB FUNCTIONS

- May track library statistics and prepare reports;
- May repair periodicals, audio-visual items, books, and other media;
- May prepare materials for public use, including processing of new materials or repair of damaged materials;

JOB QUALIFICATION REQUIREMENTS

Knowledge and Abilities

- Basic knowledge of public library operations, activities, principles, procedures, and activities;
- Knowledge of basic word processing and spreadsheet computer programs;
- Ability to exercise tact, initiative, independent judgment, and confidentiality consistent with library policy;
- Ability to deal effectively with distraught and/or difficult individuals;
- Ability to productively participate in a team environment;
- Ability to communicate effectively, both orally and in writing, and to understand and follow oral and written policies, procedures, and instructions;
- Ability to operate a personal computer;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to work within library ethics, the American Library Association Freedom to Read Statement and Library Bill of Rights, and to enforce the policies of the library.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee must possess mobility sufficient to reach, remove and place objects on book shelves. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required to operate a computer keyboard, calculator, and standard office equipment for over 50% of the work period. Clarity of speech, hearing, and vision, with or without reasonable accommodation, is required to enable the employee to communicate effectively with coworkers and the public.

WORKING CONDITIONS

The principal duties of this position are performed indoors in close quarters with other persons including children. There is infrequent exposure to outdoor conditions when retrieving returned books from the book drop box.

SUPERVISORY RESPONSIBILITIES

Occasionally provides limited supervision to volunteers.

SUPERVISION RECEIVED

The work is performed under the supervision of the Library Director, and in the absence of the Library Director, under the direction of the Volunteer Coordinator/Library Assistant.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma or equivalent. Preference will be given to applicants with previous library work experience.

REGULARLY ASSIGNED HOURS

This position has no set schedule, although an anchor shift will be utilized for knowledge retention. In no instance will this position be scheduled for more than 29 hours per week.