

Job Title:

Children's Services—Library Clerk

Job Purpose:

To assist Children's Services staff and support the work of the department.

Job Duties: (Percentages of work time are approximate)

Performs clerical duties to support the department by assisting with weeding, Hot Reads, and new book collection; prepares reports and statistics; proofreads lists; photocopies and files. (35% of the work time)

Answers phone and handles basic requests at the service desk including requests for specific materials and directional questions; responds to patron questions about general library procedures. (25% of the work time)

Prepares materials for programs and storytimes; assists in programming as needed; assists in seasonal decorating and displays; assists with Summer Reading Club registration; enters registrations in database. (15% of the work time)

Performs other duties as necessary to support the department, such as: maintains the general appearance of the department by picking up toys, books, and other library materials; shifts collections; shelf reads; cleans and disinfects department toys, surfaces, and computers; performs closing procedures; runs errands; retrieves materials from other departments; shelves department materials as time allows. (25% of the work time)

Duties require limited decision making. Activities are repetitive and require basic library and computing skills. Clearly described routines and procedures are used to complete the work. No supervisory responsibilities are assigned. May interact with public throughout a work shift.

Required Knowledge, Skills, and Abilities:

The ability to communicate effectively and pleasantly with staff and patrons of all ages; the ability to interpret the needs of the public, particularly children; patience and enthusiasm.

The ability to deal with pressures of public service and to maintain a calm, positive attitude in a busy environment.

Attention to detail; the ability to work accurately; resourcefulness and initiative; the ability to file accurately, both alphabetically and numerically.

The ability to operate computers and databases; the ability to keyboard and accurately enter data into the computer; the ability to read printed materials and computer screens; the physical ability to assist patrons in the department; the stamina to handle the walking, bending, lifting, and pushing of loaded carts when working with materials.