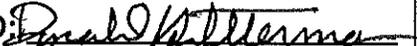


ORGANIZATION: City of North Plains
LOCATION: North Plains, Oregon
DEPARTMENT: Library Department

DATE: March 24, 2010

APPROVED: 

JOB TITLE: Library Clerk, Part Time

PURPOSE OF POSITION: Performs clerical library duties such as checkin and checkout of library materials to patrons utilizing a library automation system. Reshelves materials. The nature of the work performed requires that the employee establish and maintain effective working relationships with the Library Director, library personnel, other City employees, and the general public.

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;
- Interacts with patrons regarding overdue items and resultant fees;
- Inputs data to issue or revise patron library cards;
- Opens and closes the library;
- Utilizes a personal computer to compose documents and compile data;
- Counts and is accountable for funds received by the library and its affiliates;
- Maintains clean and orderly work areas;
- Keeps Library Director and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

AUXILIARY JOB FUNCTIONS:

- May track library statistics and prepare reports;
- May order office and/or library supplies;
- May process inter-library loans;
- May catalog periodicals, audio-visual items, books, and other media;
- May prepare materials for public use, including processing of new materials or repair of damaged materials;
- May prepare and perform story time sessions;
- May organize and carry out youth programs such as Summer Reading;
- May help plan and coordinate adult programs or special events;
- May 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;

JOB QUALIFICATION REQUIREMENTS**Knowledge and Abilities:**

- Basic knowledge of public library operations, activities, principles, procedures, and activities;
- Ability to demonstrate appropriate workplace behaviors;
- 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 using Microsoft applications, with basic skills in word processing and spreadsheets;
- 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 frequently stand, bend, kneel, stoop, reach, and manipulate objects. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, 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 and hearing and sufficient vision, with or without reasonable accommodation, is required to enable the employee to communicate effectively and review a wide variety of materials in electronic or hard copy form.

WORKING CONDITIONS: The principal duties of this position are performed in a general office setting. The library is 2500 square feet, and there frequently are a number of people in the same shared office or circulation workspaces, with adult patrons and children in the collection areas, the computer/program room, or attending programs such as storytime. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. The employee in this position will frequently act as the person-in-charge, sharing desk work with one volunteer, particularly during evening hours.

SUPERVISORY RESPONSIBILITIES: Indirect supervision is exercised over volunteers occupied with circulation functions.

SUPERVISION RECEIVED: The work is performed under the supervision and direction 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.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT, ESSENTIAL, AND AUXILIARY DUTIES PERFORMED BY THE POSITION BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.