

VILLAGE OF NEW GLARUS – NEW GLARUS PUBLIC LIBRARY

POSITION DESCRIPTION

TITLE OF POSITION: Library Clerk
WORK UNIT: Library
SUPERVISOR: Library Director

TYPICAL RESPONSIBILITIES OF THE POSITION

Under general supervision, performs paraprofessional work serving library patrons directly. Performs clerical and other library work as required. Must be able to work collegially in a rapidly changing environment.

DUTIES / EXAMPLES OF WORK

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
2. Re-shelves library materials and reads shelves.
3. Answers directional and ready reference questions. Provides readers advisory services.
4. Makes recommendations for collection development based upon requests from patrons or from his / her knowledge of gaps in the Library's collection.
5. Assists with collection maintenance by assessing condition of materials for possible repair or replacement and pulling items on weeding list.
6. Assist with library displays.
7. Assists patrons with the operation of library equipment.
8. Performs some library cleaning duties.
9. Performs other related tasks.

KNOWLEDGE AND ABILITIES

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to operate library business machines properly.
4. Basic knowledge of computer hardware and software as they relate to library applications (i.e., the Internet, e-mail, search engines, and word processing).
5. Ability to effectively use the Library's shared online catalog (LINKcat).
6. Ability to work independently, organize and prioritize work, respond to varied / changing work demands and make decisions as required.
7. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
8. Keyboarding, filing and money-handling ability.
9. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
10. Working knowledge of English language.
11. Working knowledge of library methods and procedures.

PHYSICAL DEMANDS OF THE POSITION

1. Ability to work in confined spaces.
2. Bending, twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less (with or without correction).

4. Keyboarding, writing, filing, sorting, shelving and processing.
5. Handling, processing, picking up and shelving library materials.
6. Lifting and carrying weights up to 50 pounds.
7. Ability to travel to meetings, etc. outside of library.
8. Ability to push and pull objects weighing 60-80 pounds on wheels.
9. Sitting, standing, walking, climbing, and stooping.
10. Talking and hearing; ability to use the telephone.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow effectively instructions from supervisor.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Ability to communicate ideas and information in both oral and written form.
6. Mathematical ability sufficient to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
7. Reading ability sufficient to effectively read and understand information contained in memoranda, reports, bulletins, etc.
8. Time management skills sufficient to set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours with frequent evening and weekend hours.
2. Office work environment.

EQUIPMENT USED

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|---|-------------------------------------|
| 1. Audiovisual equipment | 7. Fax/Copy/Printer/Scanner machine |
| 2. Telephone | 8. Barcode Scanner |
| 3. Computer / Internet workstation | 9. Microfilm equipment |
| 4. Printers (including receipt printer) | 10. Book truck |
| 5. Laminator | 11. Vacuum cleaner |
| 6. Digital Camera | |

EDUCATION AND EXPERIENCE

1. High school diploma or equivalent.

SPECIAL QUALIFICATIONS DESIRED

1. Bachelor's degree.
2. Prior experience working in a public library.
3. Keyboarding and general office experience.
4. Valid Wisconsin vehicle operator's license.

DEGREE OF INDEPENDENT JUDGMENT EXERCISED

For complex tasks, supervisor routinely provides oral or written instructions on what to do, how or when to do it. A fair degree of independent judgment is expected.

OTHER POSITIONS AND EMPLOYEES SUPERVISED

Library Pages, in absence of Library Director and Assistant Library Director.

ADDITIONAL INFORMATION

Although specific tasks are detailed in this job description, an employee hired to fill this position may be asked to perform other duties, not specifically detailed, that may be assigned to the employee from time to time by the employee's supervisor and / or the Library Board.

Adopted and Approved by Library Board:

July 17, 2019