

Title: Library Clerk
PG: 20
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Parks and Recreation

Class Code: 5006
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

The Library Clerk is responsible for providing service to the public, as well as providing maintenance of circulation procedures such as over dues, reserves, and Interlibrary Loan; Special Collections procedures, such as maintaining historical indexes and files; Youth Services procedures, such as shelving, shelf reading and display development; and Technical Services procedures, such as updating Online Public Access Computers (OPACs), and processing books. Work is performed under direct supervision and is reviewed for performance.

ESSENTIAL FUNCTIONS:

1. Provides excellent customer service to library users, whether on the phone or in person.
2. Checks books and other material in/out at Circulation desk using computer software program.
3. Processes new library card applications.
4. Handles cash transactions for overdue fines, library cards, friends sale table, etc.
5. Performs computer searches for ILL (interlibrary loan) requests and maintains ILL order files of all incoming/outgoing materials.
6. Operates telephone switchboard.
7. Executes opening and closing procedures at main circulation desk.
8. Marks newspaper articles (to be clipped for vertical files.)
9. Updates indexes and inventories on computer.
10. Provides reference information service in-house and on the telephone.
11. Provides reference and reader's advisory service in-house and on the telephone.
12. Maintains collection in terms of shelving and reading shelves.
13. Assists in displays and unit decorations.
14. Updates Online Public Access Computers.
15. Adds LPL (Lakeland Public Library) holdings through bibliographic services.
16. Creates and updates item records on automation software program.
17. Processes new material i.e. applies plastic covers, barcodes, spine labels, etc.
18. Checks in and routes daily mail.

ADDITIONAL RESPONSIBILITIES:

1. Maintains reserve files.
2. Operates and performs simple maintenance of photocopy machines.
3. Performs reader's advisory services.
4. Operates microfilm reader/printer.
5. Types on word processor (correspondence, indexes, inventories.)
6. Practices basic conservation and preservation activities, including de-acidification, encapsulation, and minor book repair.
7. Learns community history.
8. Organizes/reorganizes vertical files.
9. Organizes/reorganizes files in record groups and photo groups.
10. Assists in mending and repair of books.
11. Assists in satisfactory appearance of the unit or service floor.
12. Prepares books for the bindery.
13. Files as needed.
14. Checks in periodicals.
15. Performs related work as required.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of computerized library applications and keyboard skills.
2. Knowledge of books and popular reading trends (circulation and Youth Services only.)
3. Knowledge of Dewey Decimal System.
4. Knowledge of information sources needed to answer patron queries and where they are located (Special Collections and Youth Services only.)
5. Knowledge of where to refer patrons if the library does not have the sources they are seeking (Special Collections and Youth Services only.)
6. Ability and willingness to deal with the public in an efficient and courteous manner.
7. Ability to perform moderately difficult clerical and record-keeping tasks.
8. Ability to take written and oral instructions.
9. Ability to learn cataloging concepts, including main entry, added entries, subject headings, etc.
10. Ability to learn concepts such as acidification, as well as general do's and don'ts of preservation (including avoiding treatments such as lamination and storage in acidic containers) (Special Collections only.)
11. Ability to brainstorm about where to locate materials for patron when the finding aids give no leads (Special Collections and Youth Services only.)

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis.

The job risks exposure to no significant environmental hazards

The job requires normal visual acuity, and field of vision hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High School Diploma or its equivalent.
2. Six (6) months of office or library experience.
3. An equivalent combination of education and experience that is determined to be directly related to the forgoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid State of Florida Driver's License.
2. Must maintain a valid home telephone number.\
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.