SPRING LAKE DISTRICT LIBRARY
JOB DESCRIPTION

LIBRARY CLERK

Supervised by: Circulation Supervisor
Starting Wage: $16.84/ hour

Position Summary:

Under the supervision of the Circulation Supervisor, the Library Clerk updates databases and files on the library computer, is primarily responsible for handling daily circulation work, working with library materials, handling monetary transactions and reconciling the cash drawer. The Library Clerk assists the public with finding library materials and provide information regarding library events. The Library Clerk may also supervise the work of the Library Pages. This position will work an average of 18 hours/ week; evenings and weekends required.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Work with computerized circulation system to handle daily circulation tasks.
- Perform materials processing and cataloging functions as needed.
- Input library material into the database as needed.
- Type letters and other documents.
- Handle monetary transactions (fines and fees) at the circulation desk. Operate cash register and count money in cash register and reconcile drawer daily. May make bank deposits.
- Contact library patrons as needed.
- Perform other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or GED from an accredited institution required.
- One or more years of experience working in customer service required.
- One or more years of experience working in libraries preferred.
- Work experience with the current computerized circulation system used by the library preferred.
- Ability to perform clerical tasks accurately and efficiently.

- Basic knowledge of Microsoft Office Word and Excel programs and the ability to assist others with basic computer tasks.

- Ability to communicate effectively and present ideas and concepts orally and in writing.

- Ability to establish and maintain courteous and effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, library staff, community groups and others.

- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit, stand, lift, carry, push, reach, climb, bend and stoop when working with library materials and moving them around or operating a computer terminal for a prolonged period of time. The employee must lift and/or move items manually up to 30 pounds in weight. The employee must reach shelves which range from floor height to 82 inches high. The noise level in the work environment is usually quiet to moderate.