



WASHINGTON COUNTY

Job Description – Library Clerk / Branch Library Backup – Part Time

Date Revised: February 2014

LIBRARY CLERK / BRANCH LIBRARY BACKUP PT

Exempt: No
Department: Washington County Library System
Reports To: Library Director
Location: Library Administration Office

SUMMARY:

Under the general direction of the Library Director, the incumbent will be responsible for preparing library materials for public use by adding records to the automated system and labeling and covering the books appropriately. The position also assists the Interlibrary Loan Librarian as needed.

In addition, in the absence of one of the branch librarians the incumbent is responsible for providing library services to the public at the Greenland or Winslow branches by checking books in and out, locating materials for patrons as necessary. The incumbent also provides assistance with computers as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Searching various databases for records that match library materials, importing those records in to the automated system and creating item records with the appropriate information for that item.
- Preparing items for library use by creating and adding the required labels.
- Check books in and out using the automated computer system and perform shelving of materials as necessary at the branch libraries.
- Use the automated system to create library cards for new patrons and place requests on materials.
- Assist computer users and patrons as required.
- Perform internet searches and research.
- Maintain accurate patron files and records.
- Other duties as assigned or needed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent is required. Basic knowledge of internal workings of a library is beneficial.

OTHER SKILLS AND ABILITIES:

The incumbent should have good computer skills. Excellent organizational skills and the ability to set priorities and establish and maintain effective working relationships with personnel and the general public are required. The incumbent should also possess accurate data-entry skills, and have knowledge of general office machines such as copier, fax, printer, etc. The ability to adapt to change in a productive manner is required. Must be able to provide own transportation to branch libraries.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is required to walk. Must also stoop, kneel, crouch, crawl, climb or balance. The employee regularly lifts or moves up to 40 pounds. Specific vision abilities required by this position include close, distance and color vision and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the typical work environment is quiet. The incumbent must be able to push/pull library carts loaded with books.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: Patty Burchett

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____