



**Job Title:** Library Clerk  
**Department:** Library  
**FLSA Status:** Non-Exempt, Hourly, Part Time  
**Revised Date:** See Below

### **Accountability**

Under the direction of the Library Director, Assistant Library Director, Library Assistant II and Library Assistant I respectively.

### **Job Summary**

Performs routine circulation, clerical, and public service library functions in support of the operation of the Seward Memorial Library.

### **Essential Job Functions**

**Circulation:** Uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prepares materials for return to the circulating collection; prints and checks overdue notices; collects and records payment for fines and fees; processes new materials of all types, including entering on in-house system.

**Clerical:** Shelves books, audio/visual material, newspapers, periodicals, and other materials; sorts and moves book bins and carts of library materials; evaluates and maintains orderliness of shelved materials; pulls and routes materials in need of mending, binding, repairing, or discarding; operates basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.; assists in maintaining neat and orderly appearance of library, including completion of light cleaning duties (dusting, trash, etc.).

**Public Service:** Starts and closes computer system for staff stations, OPACs, iPAD's, public computers; assists patrons in setting up library account and updating patron's records; assists patrons in locating library resources and materials; assists patrons with use of available library equipment, including troubleshooting and resolving patron's questions as presented; assists patrons with reference work using print and electronic resources; offers reader's advisory services; schedules meeting room use and prepares space prior to reservation as requested; collects and records payment for memberships, copies, faxes, postage, etc.; maintains proper etiquette while receiving and responding to phone, e-mail, and in-person communications from patrons and staff members.

**Miscellaneous (as requested):** Assists with children and public program creation, preparation, and implementation; participates in special projects; participates in library planning.

### **Additional Duties and Responsibilities**

**May assist in the following tasks:** delivering mail and maintaining the public announcement board; performing mending and creating spine labels for all types of materials; recommending titles for consideration; contacting patrons for holds, overdue notices, other messages; other duties as assigned.

### **Knowledge, Abilities and Skills**

Good written and verbal communication skills to effectively communicate on a daily basis with City employees and the public; knowledge and proficiency in Microsoft Office products and ability to keyboard accurately at least 40 wpm; ability to: operate a computer, typewriter, calculator, microfilm reader, cash register, fax, copy machine, and other office equipment as needed; ability to lift up of 40 lbs.; ability to step up and down step stools and/or short ladders to work in a stooped, kneeled, or crouched position for an extended period of time; ability to work weekend and/or evening hours regularly; ability to substitute for others when necessary.

### **Education and Experience**

Must be 16+ years of age and enrolled in high school. Graduation from High School or equivalent, plus one (1) or more years' experience in a library, education, or clerical setting with use of computer programs is preferred; or any equivalent combination of experience and training deemed sufficient to successfully perform job duties.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Job Description Revision Approved:

  
City Administrator

9/27/22  
Date