



## C.A. Friday Memorial Library Job Description

<b>Position Title:</b> Library Clerk II		<b>Department:</b> Library - Circulation	
Reports To: Librarian	<b>Part-Time:</b> 18 hours per week	<b>FLSA Code:</b> Non-exempt	

**Position Summary:** The work includes shelving of library materials, shelf maintenance, performing clerical tasks and keeping the library neat and orderly. Clerk IIs may assist with library collection inventory and database maintenance. Also may occasionally provide simple directions to patrons. Clerks may be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures.

<b>Essential Functions:</b> These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Sorts, shelves, relocates and searches for library materials
➤ Reads shelves for accuracy of order, re-shelving materials as needed
➤ Straightens library shelves
➤ Scan the collection for inventory and perform other database maintenance functions and reporting
➤ Provides simple directional assistance to patrons
➤ Provides basic check-in procedures
➤ Performs closing procedures

<b>Other Responsibilities:</b> These functions will comprise up to 25% of your time.
➤ Perform other duties as assigned.

The C.A. Friday Memorial Library Board of Trustees has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

**Qualifications:** The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Ability and initiative to work independently with minimal direction while completing tasks in a timely manner.

- Sensitivity to customer privacy and intellectual freedom issues
- Strong organizational skills.
- Ability to work accurately with attention to detail.
- Ability to efficiently operate a variety of office and library equipment including computer and printer, photocopier, fax machines, and media equipment.

**General Core Competencies:** Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our customers and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

#### **Position Evaluation Factors:**

**Organization Contacts:** Carleton A. Friday Memorial Library

**Education and Experience:** High school diploma or equivalent. Daytime and weekend hours required with occasional evenings requested.

**Physical Requirements:** Position requires lifting, carrying and/or moving materials of 21-50 pounds. Frequent bending, squatting, climbing and reaching motions.

**Working Conditions:** Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time.

*The Friday Memorial Library is a department of the City of New Richmond.  
The Library is an Equal Opportunity employer.*