

Grimes Public Library Job Description

I. JOB TITLE

- Library Clerk II

II. JOB SUMMARY

- The Library Clerk II is responsible for duties pertaining to the day to day operations of the library at the Circulation Desk. They are responsible for assisting patrons and staff with regards to library services as needed.

III. JOB DUTIES :

- Works the circulation desk according to the written policies of the library when needed.
- Aids the public in locating the needed materials as best as possible or refers to the Director.
- Shelving, in correct order, materials that have been returned by borrowers or left on tables after in-library use.
- Assigns duties to night shift as needed from tasks provided by the Director.
- Moving light furnishings and materials as needed.
- Attends meetings as requested by the Director.
- Other related duties as assigned.

IV. JOB REQUIREMENTS

- Ability to file quickly and accurately, excellent visual skills
- Excellent customer service skills
- Courteous, pleasant, and outgoing personality
- Ability to listen carefully, take instruction, learn procedures quickly
- Ability to work well with others
- Above average computer skills
- Basic knowledge of libraries and Dewey Decimal System
- Ability to file in correct order
- Ability to stand or sit for long periods of time, to lift at least 30 pounds.
- Ability to reach with hands and arms, stand, sit walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls and talk or hear. Occasionally climb, balance, stoop and crouch.

V. MINIMUM REQUIREMENTS

- At least one year of college
- At least one year of experience working with the public
- Excellent phone skills
- Prior library / office filing experience with above average computer skills
- Is willing to take courses as requested by the Director / Board
- Ability to work evenings and weekends

VI. RELATIONSHIPS

- Clerk II reports to the Head of Circulation.

Submitted for approval December 2005