

CITY OF SILVER BAY POSITION DESCRIPTION

LIBRARY CLERK TECHNICIAN

Primary Function: Under administrative direction, is responsible for performing paraprofessional tasks. Work includes all phases of daily operations of basic library support services and services to patrons which includes quality customer service, circulation, shelving, basic reference, interlibrary loan service, and all phases of cataloging and processing of materials.

Tools & Equipment: Computers, printers, typewriter, copier, telephone, fax, scanner, camera, projector, electronic devices, etc.

Source of Supervision: Librarian

Direction of Supervision Exercised: Minimal - may supervise volunteers

Working Procedure: Works part-time

Desired Qualifications

- High school graduate or equivalent or more.
- Knowledge, skills and abilities in public library through public library experience and/or training preferred.
- Ability to communicate effectively.
- Computer, online, social media, data entry experience required with keyboard accuracy and competent in library computer, cataloging software system(s) and Microsoft office software.

Abilities and Skills

- Ability to understand, communicate and effectively carry out oral and written instructions and adhere to procedures.
- Considerable knowledge of business English, spelling and grammar sufficient to proofread, identify and correct errors.
- Must have working knowledge of office machines including computer, typewriter, fax, photocopier, scanner, camera, projector, electronic devices, etc. and their respective software.
- Ability to search online catalogs, databases and websites effectively.
- Experience in cataloging material and manipulating data on an automated bibliographic world-wide shared cataloging database.
- Ability to file and retrieve documents/data in alphabetical and numerical order using established library filing rules.
- Ability to establish and maintain effective working relationships with other employees, local units of government and the general public. Ability to understand confidentiality and comply with the Minnesota Data Privacy Act.
- Willingness to be flexible, adjust work schedules and to act as substitute for fellow workers in case of illness or other adjustments.

Typical Examples of Duties Performed

- Maintain all functions of the daily public library operations and services
- Assists customers, process materials for lending and borrowing, maintain overdue procedures.
- Provide routine information for patron's reference, research and inter-library loan services.
- Creates and manipulates cataloging records to be contributed to an automated bibliographic world-wide shared cataloging database.
- Performs quality control tasks (i.e.: shelving, facing, shifting and straightening materials, weeding collection, inventory control, book and bulletin board displays, etc.)
- Identify and perform processing of materials and material maintenance.
- Assists in programming for the general public.
- Ability to work unsupervised, prioritize duties and complete tasks.
- Oversees daily flow of mail and appropriate response.
- Attends workshops, meetings and continuing education classes, webinars, etc. as directed by librarian and board.
- Performs other duties and related work as assigned or required.

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.

The employee is frequently required to hear, speak and write when communicating in person, by telephone or electronically. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus to read computer screens, material titles, reports, correspondence, and other documents in paper or electronic formats. The employee is required to use hands to grasp & feel, sit, reach, stretch, balance, stand, stoop, bend, crouch, kneel, climb stools/ladders, lift and move books, move carts of books to retrieve/replace items on shelves and shovel snow. While performing the duties of this job, the employee spends considerable time standing, sitting at a desk, walking as well as lifting materials from floor to waist or items from shelf to shelf. The employee is frequently required to lift and carry at least 40 pounds.

Work Environment

The work environment characteristics described here are representative of the various types of knowledge, abilities, work procedure or physical requirements that may be encountered while performing the essential functions of this job. The above is intended only as examples of. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Selection Guidelines

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Council Approval Date: 6/1/98

Revision History: 12/18/18; 06/16/2020