

**CITY OF SILVER BAY
POSITION DESCRIPTION
LIBRARY CLERK TECHNICIAN**

Position Overview: The Library Clerk Technician is an essential member of the library staff responsible for providing vital support and assistance to library patrons and colleagues. They play a crucial role in ensuring the smooth operation of the library, helping patrons locate materials, managing circulation tasks, supporting and delivering programming, cataloging, assisting with social media and performing a variety of administrative and technical duties. The ideal candidate for this position should possess strong organizational skills, attention to detail, and a passion for customer service.

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

Supervisor: Library Director

Supervision of Others: Minimal - may supervise volunteers

Position Status: Part-time

Key Responsibilities:

1. **Patron Assistance:** Assist library patrons in locating books, periodicals, electronic resources, and other materials. Answer general inquiries and provide guidance on library services, policies, and procedures.
2. **Circulation Management:** Process the check-in and check-out of library materials, including books, DVDs, audiobooks, and other items. Maintain accurate records of borrowing and returning items, and remind patrons about overdue materials.
3. **Shelf Organization:** Organize and shelve books and materials according to the library's classification system. Regularly inspect shelves to maintain order and accessibility for patrons.
4. **Technical Support:** Assist patrons with basic computer tasks, including printing, copying, scanning, faxing and using library equipment. Troubleshoot minor technical issues and provide guidance on accessing digital resources.
5. **Library Events and Programs:** Support the planning, preparation, and execution of library programs, events, and workshops. Help with setup and cleanup, registration, and providing assistance during events.
6. **Cataloging and Processing:** Catalog and process new library materials, including entering item information into the library's database and preparing materials for circulation.
7. **Administrative Tasks:** Perform various administrative duties, such as maintaining accurate records, assisting with annual count data and program data.
8. **Library Maintenance:** Assist in maintaining the overall cleanliness and organization of the library, including regular cleaning of the facility and ensuring that shelves, reading areas, and workstations are tidy and presentable.
9. **Outreach and Promotion:** Participate in library outreach efforts, both within the library's premises and in the community, to promote library services and engage with potential users. Help build and maintain the library's social media presence.
10. **Inventory Maintenance:** Perform regular inventory checks to ensure the accuracy of the library's collection database. Identify missing or damaged items and collaborate with higher-level staff for resolution.
11. Other duties as assigned.

Minimum Qualifications and Skills:

- High School Graduate or GED
- Basic computer literacy and proficiency in using standard office software.
- Basic office equipment machines including computer, fax, photocopier, scanner, camera,

projector, electronic devices, etc. and their respective software.

- Strong customer service and communication skills to interact effectively with library patrons and staff.
- Ability to establish and maintain effective working relationships with other employees, local units of government, and the public.
- Ability to work independently and as part of a team in a fast-paced environment.
- Flexibility to adapt to changing priorities and handle multiple tasks simultaneously.
- Ability to understand confidentiality and comply with the Minnesota Data Privacy Act.
- Willingness to be flexible, adjust work schedules and to act as a substitute for fellow workers in case of illness or other adjustments.

Preferred Qualifications and Skills:

- Education in library science or a related field.
- Familiarity with library systems and tools, such as integrated library systems (ILS) and online databases.
- Organizational skills and attention to detail for managing library materials accurately.
- Knowledge of library classification systems (e.g., Dewey Decimal Classification) is beneficial.
- Strong proofreading and editing skills.
- Experience in cataloging material and manipulating data on an automated bibliographic world-wide shared cataloging database.

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.