



LIBRARY CLERK

Department: **Community Services** Class Code: **12**
Reports to: **Library Director** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, provides staff support services to other library staff as well as library patrons.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides services to patrons as part of the Circulation Desk; check library materials in and out; renew and reserve materials; collect fines.
- Processes daily interlibrary loans and patron overdue notices.
- Provides patrons with technical assistance in the use of the library's computers; handles the reservation of computer time; monitors internet use.
- Shelves books and periodicals; reviews and removes outdated items from the library collection.
- Oversees the periodical collection, including the advisement of newer items and collating weekly and monthly acquisitions of periodicals.
- Oversee patron registration cards; perform filing of same.
- Handles routine questions from patrons.
- Answers telephones; provides routine information; refers or transfers calls as necessary.
- Issues new library cards and/or updates existing cards.
- Performs library opening and closing procedures in work and public areas.
- Assists with the training of library volunteers.
- Handles patron fees and fines.
- Assists patrons in locating library materials, placing holds and assisting with e-readers and other technologies.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

JOB DESCRIPTION

Library Clerk

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent. Associate degree in Library Science or a related field is desirable. Two years of experience working with all ages within a public library setting.

Required Licenses or Certifications:

Certifications from the Arizona State Library and Public Records and/or the Arizona State Library Association are desirable.

Required Knowledge of:

- Principles and practices of library circulation and operations.
- Dewey Classification.
- Book materials and authors and current book literature.
- Library automated systems, specifically Symphony.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff and the general public.
- Provide effective customer service.
- Display excellent public relations skills.
- Provide effective phone etiquette.
- Perform basic research.
- Communicate effectively, both orally and in writing.
- Operate a personal computer utilizing a variety of library software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 40 pounds.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____