

**Caestecker Public Library  
Position Description**

**TITLE: Library Clerk**

**RESPONSIBILITIES OF POSITION:**

Under general supervision, performs library patron service, circulation duties, and other work as required.

**DUTIES/EXAMPLES OF WORK:**

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, material search and retrieval, and readers advisory as necessary.
2. Processes deliveries and pulls holds for Winnefox system shipments of loan materials.
3. Processes, withdraws, maintains, and reconditions library materials.
4. Assists patrons with operations of personal technology, patron computers, and other equipment.
5. Promotes and runs the library book club(s).
6. Works with the director to schedule, manage, and promote adult programs throughout the year.
7. Creates and maintains passive library programs and displays.
8. Assists with library marketing through graphic design of posters and social media presence.
9. Answers directional and basic reference questions and refers patrons to appropriate personnel.
10. Shelves library materials and reads shelves for alphabetical accuracy as needed.
11. Sorts and routes mail.
12. Performs light housekeeping duties as needed.
13. Performs other related work as required.

**KNOWLEDGE AND ABILITIES:**

1. Working knowledge of library methods and procedures.
2. Ability to operate library equipment and computers.
3. Ability to communicate effectively with staff and the public in person or over the telephone.
4. Keyboarding and filing ability.
5. Working knowledge of English grammar and spelling.
6. Willingness to maintain skills in above-mentioned areas through an active spirit to learn and participation in appropriate library skills educational experiences.
7. Self-motivates and prioritizes tasks to meet assignment deadlines and team goals.

**PHYSICAL DEMANDS OF POSITION:**

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.

1. Sitting, standing, walking, climbing and stooping.
2. Bending, twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Processing, picking up, and shelving books.
6. Typing, writing, filing, sorting, shelving, and processing.
7. Lifting, carrying: 50 pounds or less.
8. Pushing and pulling objects weighing up to 60 pounds on wheels.
9. Travelling to meetings outside the library.

**ENVIRONMENTAL/WORKING CONDITIONS:**

1. Inside work environment.
2. Flexible work hours; frequent evening and some weekend hours.

**EQUIPMENT USED:**

Copy machine, computers, tablets and devices, fax machine, telephone, audio-visual equipment, computer scanner, barcode scanner, software programs, digital platforms.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or GED required; some college courses preferred.
2. Computer knowledge required.
3. Experience working with the public required.
4. Some previous library work experience preferred.
5. Some marketing or graphic design experience preferred.