

**ORGANIZATION:** City of North Plains  
**LOCATION:** North Plains, Oregon  
**DEPARTMENT:** Library Department

**DATE:** June 5, 2006

**JOB TITLE:** Library Clerk - Part-Time

**PURPOSE OF POSITION:** The Library Clerk works under the direction of the Library Director in performing para-professional library duties. Library work involves use of a library automation system for data maintenance, other software programs and other technological equipment.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist public at service desk, fielding questions and policies, and circulating materials.
2. Contact patrons regarding over dues and charges.
3. Online data entry and maintenance performed in library software and MS-Excel.
4. Prepare library materials for public use, including processing, shelving and cataloging.
5. May be in charge of the building to open and close the library.
6. Ability to work unsupervised and adhere to scheduled times.
7. Lift heavy boxes, relocate books and empty outdoor book drop.
8. Work in team environment with shared workspace.
9. Effectively communicate and coordinate duties with other library clerk(s).
10. Work within Library Ethics, ALA Bill of Rights and enforce the policies of the library.

**AUXILIARY JOB FUNCTIONS:**

Perform other duties as required This position will track library statistics or coordinate special programs.

**JOB QUALIFICATION REQUIREMENTS:**

**Knowledge and Skills:** Must be eighteen (18) years of age or older and a graduate of an accredited high school or equivalent. Be able to read, write, and follow written and verbal instructions in English. Communicate effectively and deal tactfully with the public in person and phone. Be able to alphabetize and put things in numeric order. Be able to multi-task and tolerate interruptions from a variety of sources. Basic skills of Word processing, spreadsheets, saving files.

**Experience and Training:** Preference will be given to applicants with previous library experience.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the person is frequently required to stand, bend, kneel, stoop, reach and manipulate objects. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Emptying outdoor book drop requires coordination of a book truck on a slight slope.

**WORKING CONDITIONS:** The North Plains Public Library is a small yet busy library. The library serves the public as a highly technical homework center and computer lab, and may at times be technologically demanding. The noise level in the work area is at times loud,

with personal interruptions, and background noises. Children and parents may need special attention and patience. Certain work assignments may include evening and weekend work hours. The Library Clerk is not responsible for monitoring the content of materials being accessed. This position is responsible for following safety rules and procedures for work areas, and maintaining shared work areas in a clean and orderly manner.

Performing other duties as required. Preference will be given to applicants with previous library experience.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a responsibility.

**SUPERVISION RECEIVED:** Works under the general direction of the Library Director who assigns and reviews work for conformance to laws and departmental rules and regulations. All other supervisory functions, including discipline or performance evaluation of volunteers is reserved for the Library Director. In the absence of the Library Director, direction may be received from city supervisory staff, including the City Manager and the Finance Director.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.