

THE CITY OF FARMERSVILLE, TEXAS

POSITION TITLE: LIBRARY CLERK

KIND OF WORK

The Library Clerk will be responsible for clerical duties such as shelving books, checking in returned materials, checking out library materials for patrons and assisting patrons with basic questions and requests. Library Clerk must also verify patron information and assist maintaining patron database. In smaller libraries, Library Clerk often has more variety in their duties. Some of these duties include, but are not limited to reading to children during story time, assist in hosting the adult reading program, provide assistance in set-up of workshops and programs and distribution of advertising materials. Library Clerk may be expected to open and close on their scheduled workday unless otherwise noted. The schedule will be 20 hours per week. Library Clerk is to report directly to the Library Director/Interim Library Director. The Library Director/Interim Library Director must approve all time off request. This position does not provide direction to other employees.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Arranges or files materials according to library filing rules.

Performs routine searches of and updates to computer records.

Issues borrowers cards according to library procedures.

Performs routine circulation, reserve and overdue functions.

Inspects returned materials for damage.

Provides information to public on circulation rules, policies, or procedures.

Makes and checks routine arithmetic computations.

Library Clerk

Operates office machinery such as photocopiers, fax machines or computers and help library members operate such office machinery.

Answers the telephone and takes messages.

Call patrons to deliver messages or information on library materials.

Type cards, lists, labels, or short entries on forms.

May transport books and/or library materials from one location to another within a building.

May be assigned responsibilities related to the collection, transmission and security of monies.

May be assigned responsibilities related to the opening and closing of the library facility.

Performs other duties as assigned by Library Director / Interim Library Director.

Report directly to the Library Director/Interim Library Director.

MINIMUM QUALIFICATION REQUIREMENTS

Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Under and including less than one year of relevant experience.

- Clerical Experience
- Basic knowledge of Microsoft Office.
- General Understanding of Dewey Decimal System.

SALARY RANGE

\$8.00 - \$10.00 per hour