


CITY OF NOME, ALASKA
Job Description

Library Clerk (Clerical Helper)
Kegoayah Kozga Library

Range: 7
Department: Kegoayah Kozga Library
Reports to: Library Director
Supervises: Volunteers as Necessary

Approved by: 
Date: 7/28/2014
Status: Non-Exempt

Summary:

Under general supervision of the library director assists the library director and library assistant in operating and maintaining the library and in providing services to the community.

Essential Duties and Responsibilities:

Responsible for organizing and maintaining media materials for the library including cleaning and repairing of all media materials including DVD's and CD's.

Assists in the management of computer equipment; inventory of toner for printers; accessories for computer and all video equipment.

Assists in setting-up video equipment for videoconferences. Assists in the scheduling of videoconferences. Assists library patrons with computer and videoconference trouble shooting.

Assists library patrons with log-on to internet computers and run and collect print jobs. Troubleshoots patron computer problems and assists patrons in navigating the internet.

Assists library users to locate books on shelves by their call number. Uses the computer terminal to provide information to the public or explains how to use the library's computer system.

Assists with all circulation procedures including checking books in and out, registering new patrons on library computer system and collecting and recording fines and fees. Assists with processing of new library materials including copy cataloging, preparation of labels and updating of library holdings in the library circulation system. Receives and resolves complaints or refers public to the library director.

Assists with patron programming including children's activities and preparation of crafts, displays, signs, book lists and activities for children's programming; summer reading program; and holiday programming.

Must meet the public in person and/or over the telephone in a courteous and professional manner.

Responsible for maintaining the safety of the library during evenings and weekends and prepares library for opening and closing. Responsible for shelving all books and library materials prior to the closing of the library. When closing the facility, checks that all patrons have left the building and performs various procedures prior to closing the library including turning off lights, checking that all exit doors and windows are closed and locked, straightening chairs, picking up materials from tables, etc.

Examines shelves and returns library materials that were inappropriately shelved to their respective places within the current shelving system. Assists in training regular volunteers and temporary employees in the proper shelving.

Assists with light cleaning and housekeeping duties of the library.

Will be required to work evenings and weekends without immediate supervision. Assumes responsibility for basic library service in the absence of the library director and the library assistant.

Performs basic clerical duties such as preparation and maintenance of files, scans, faxes, or archives records; enters and updates information into databases.

Performs special projects assigned by the library director.

Performs other related duties as required.

Supervisory Responsibilities:

May exercise limited supervision over library volunteers and temporary employees as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school graduate or equivalent required.

Two years work experience; work experience in a library, office setting, or in a position requiring public contact is preferred.

Language Skills:

Ability to read and interpret procedure and training manuals; knowledge of technical processes and procedures utilized in inquiry required for research.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to define problems, collect data, and draw valid conclusions.

Other Skills and Abilities:

Computer program knowledge including databases, word processing, networks and programs specific to the library environment and internet and e-mail. Ability to learn how to set-up videoconference equipment.

Ability to use and explain library tools, services and policies; meet and work with the public; speak and write clearly and effectively; learn operating policies and procedure; convey information, orally and in writing, to a variety of individuals in simple understandable and precise terms.

Must be able to handle cash transactions for patron late fees and Interlibrary Loan fees.

Physical Demands:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle and feel objects, tools or controls, and reach with hands and arms. The employee is frequently required to sit, stoop, kneel crouch or crawl and to talk or hear. The employee may on occasion be asked to climb or balance.

The employee must regularly lift and or move up to 10 pounds, frequently lift and or move up to 25 pounds, and occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee routinely works inside a small office/library setting.

The noise level in the work environment is usually quiet.