

City of Nome Job Description

Title: **Library Clerk (Evenings, Sat.)**
Depart: Kegoayah Kozga Public Library
Reports to: Library Director
Supervises: Volunteers & Temp Employees

Range/Salary: **9**
Status: Non-Exempt
Original Date: 7/1/2015
Revised Date(s): 6/2/2022

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:

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- 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 minor complaints and refers public complaints to the library director.
- 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.
- 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.
- 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.
- 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.
- Assists with suggestions for the purchasing of library materials for the library collection in accordance with the collection development policy.
- 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.
- Must meet the public in person and/or over the telephone in a courteous and professional manner.
- 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 organizing and maintaining media materials for the library including cleaning and repairing of all media materials including DVD's and CD's.

City of Nome Job Description

- Assists in the management of computer equipment; inventory of toner for printers; accessories for computer and all video equipment.
- Assists with light cleaning, sanitizing and housekeeping duties of the library. Including sanitizing toys in the youth area and keeping the youth area organized.
- Performs basic clerical duties such as preparation and maintenance of files, scans, or archives records; enters and updates information into databases.
- Performs special projects assigned by the library director.
- Performs other duties as assigned.

Supervision Exercised:

May supervise volunteers and temporary employees in the absence of the Library Director and Library Assistant. Supervision of regular employees is not a normal responsibility of this position.

Skills, Abilities, Qualification Requirements:

- Knowledge of modern office practices, procedures, and machinery; business English and letter writing; punctuation; spelling;
- Ability to: perform delegated administrative assignments independently; handle with courtesy and tact a wide variety of public contact both on the telephone and in person; understand and carry out oral and written direction; work cooperatively with others; proficiently use computer system.
- Must be able to work well under pressure; ability to complete projects independently with inflexible deadlines; have a high level of initiative and be able to work with minimal supervision; be able to learn, apply, and retain knowledge of federal, state, and city laws, policies, and procedures. Familiarity with municipal government desirable. Ability to maintain confidentiality is mandatory.
- Ability to establish and maintain positive working relationships with personnel in other agencies; coordinate effectively with varied interest groups; and maintain effective working relationships with employees and the general public.
- Ability to operate computer programs; accurately enter data; and complete work using various software programs.
- Ability to perform the physical demands of the position.

Education and/or Experience and/or Certifications/Licenses and/or Background

- High School Diploma or Equivalent and at least two (2) years of customer experience and experience working with youth preferred. College or business college training may be substituted for the experience on a year for year basis.
- Must pass background check.

Physical Demands:

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.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools or

City of Nome Job Description

controls; reach with hands and arms; stoop, kneel, crouch or crawl; and travel up and down stairs,

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 noise level in the work environment is usually quiet.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

APPROVALS			
Employee		Date	
Department Head		Date	