

# Library Clerk

## Nature of the job:

Under policies established by the Common Council and the Wautoma Library Board and direction of the Library Director; recommends library policies, services, and facilities; administers library programs and services to meet community needs; and promotes library services to all potential users.

## Job Responsibilities & Duties:

Performs all the duties of the circulation desk, such as checking items in and out, registering new patrons, answering reference questions, placing holds, collecting fines, etc.

Shelves items, reads shelves to make sure everything is in order, and weeds library materials when necessary.

Prepares materials for pickup by system delivery truck and is able to check in deliveries of interlibrary loan materials.

Provides information and recommendations that can be used for materials selection.

Plans, organizes, and conducts library services and programs in own area of responsibility, such as interlibrary loan; technical services; homebound services; children's service; volunteer coordination; cataloging materials; creating and maintaining displays; adult programming; youth programming; changing the outside sign and bulletin boards; or advertising and marketing.

Assists patrons with mechanical operations of library equipment and provides rudimentary internet instruction and guidance in searching the library's catalog; using the library's research tools; other online resources; and checking out materials on Overdrive, Libby, and Hoopla.

Works with the rest of the library staff to monitor young patrons of the library, prepare materials for crafts, and keep the library clean and tidy.

Performs light housekeeping: taking out full trash bins and recycle bins; wiping down keyboards and counters; dusting and vacuuming; and picking up fallen scraps.

### Knowledge and Abilities:

Knows the alphabet, understands decimals, and can calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator when necessary.

Abilities to clearly present information to patrons and respond to questions from patrons.

Shows courtesy toward all patrons and fellow staff members.

Operates library equipment properly. i.e.- copier, fax machine, telephone, computers, etc.

Demonstrates accurate typing skills in Office programs and search engines.

Uses Internet search methods to find out information for patrons.

Utilizes computer software, such as Workflows and Microsoft Office, after training, if necessary.

Carries out duties correctly, when working independently.

Dependably works when scheduled, as arranged by director.

Possesses good interpersonal skills with an ability to maintain and encourage cooperative and courteous working relationships with the public, peers, and the director.

Follows privacy policy and all other library policies

### Working Conditions:

Standing for long periods of time at the circulation desk and walking around the library for shelving purposes.

Ability to lift and carry a maximum of 50 pounds and push or pull carts weighing 50 pounds or more.

Work also includes cutting out items for crafts; hearing little voices; speaking loudly for a myriad of children to hear, bending, twisting, crouching, reaching, and stooping; sitting on the floor and in chairs; typing and writing; and filing, sorting, and shelving books.