

# City of Cavalier



**Position:** Library Clerk

**FLSA Status:** Non-exempt

**Reports To:** Library Director

Full-time     Part-time     Seasonal

**Work Hours:** Up to 18 hours per week

**Objective/Purpose:** Under the direction of the Library Director, this position performs front line tasks related to circulation and patron customer service.

## **Duties and Responsibilities:**

- Demonstrate customers as number one priority with pleasant and helpful attitude
- Exhibit and emphasize appropriate patron confidentiality
- Assist customers with various forms of technology within library parameters
- Interpret customer information in computer and negotiate customer fines professionally and efficiently
- Provide readers' advisory
- Innovative in approaches to customer service
- Check materials in and out quickly and accurately
- Perform opening and closing procedures as instructed
- Participate in outreach work in the community for the library as needed
- Respond to public inquiries and complaints as able
- Process material in the appropriate manner and time frame
- Assist with the shelving of books, magazines, DVDs, CDs, AV material to keep the collection in good order.
- Interpret library tools, such as catalog and collection, according to procedures
- Assist in collection development through suggestions and patron requests
- Assist in recording and compiling statistical data
- Actively promote library services, materials and activities
- Know and understand library policies and procedures and enforce them in a non-discriminatory way
- Working knowledge of electronic devices and resources and willingness to learn new technology skills
- Plan, implement, and evaluate engaging programs for children, teens and/or adults
- Gather appropriate program attendance data
- Positively contribute to team interactions and morale
- Complete assigned projects in a timely way, seeking assistance and training where appropriate
- Communicate accurately, clearly, honestly and respectfully to others
- Maintain individual and shared workspaces in an orderly condition

- Adhere to appropriate standards of dress and behavior
- Reliable to schedules, take initiative, effective time management
- Participate in training when appropriate in keeping with library trends
- Other duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge of basic technical library materials, equipment, practices, and procedures
- Ability to work cooperatively with other City employees and general public
- Communicate in the English language by phone or in person in a one-to-one or group setting
- Ability to learn job-related functions such as library's computer systems and operations
- Ability to work safely without presenting a direct threat to self or others
- Willing to receive and apply constructive feedback
- Ability to maintain composure and interact tactfully with people

**Education and Training:**

- High School diploma or equivalent
- Experience working with the public
- Strong interest in reading preferred

**Tools / Technology:**

- Must demonstrate computer literacy that includes email, basic spreadsheet work, and online training
- Must be able to use equipment including but not limited to a calculator, copy machine, phone, and various equipment.

**Physical and Mental Demands:**

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Occasionally lifts and moves up to 25 pounds.
- Physical demands include frequent walking, prolonged sitting and standing.

**Work Environment / Conditions:**

- Occasionally work near moving mechanical parts or in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy during programming.

**Disclaimers:**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

- This job description is not an employment contract nor is it a promise of work for any specific length of time.

**Equal Employment Opportunity:**

The city of Cavalier is an equal employment opportunity employer.

**Employee Acknowledgement:**

I have received and understand the requirements, essential functions, and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
City Administrator