



CITY OF INGLESIDE JOB DESCRIPTION

Library Clerk I

Department: Library
FLSA Status: Non-Exempt
Effective Date: 05/13/2020
Pay Grade: 1

POSITION SUMMARY

Performs a wide variety of routine clerical, customer-service related, technical and paraprofessional library work within an assigned area of library operations and related work as apparent or assigned. Work is performed under the broad supervision of the Library Director.

QUALIFICATION REQUIREMENTS

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs circulation duties; checks materials in and out utilizing automated system; processes and catalogs new materials; shelves and ensures materials are in order.
- Assists the public and patrons with computer usage; answers questions; locates books and other materials.
- Receives money for copies, lamination, overdue materials, lost or damaged books and replacement of cards.
- Assists with set up for children's programs; sets up tables, gathers craft and materials, breaks down tables/chairs, cleans, decorates; reads to a variety of groups on assigned schedule.
- Performs book repair using a variety of repair techniques.
- Answers telephone; directs callers to the appropriate staff; renews materials; places requested materials on hold.
- Prepares a variety of marketing materials, flyers, and newsletters; updates and maintains bulletin boards.
- May be assigned special projects or tasks such as outreach, technical services, youth services, etc.
- Adheres to assigned work schedule as outlines in the Department and City attendance policies and procedures ensures all behaviors comply with the City's Personnel Policies and Procedures
- Performs other related duties as required

SUPERVISION RECEIVED AND EXERCISED

- Under the direction of the Director of Library
- Broad Supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School / GED

Experience – minimal experience in work dealing with the public

License or Certificate – Valid driver's license in the State of Texas.

Special Requirements

Ongoing Library related Continuing Education, webinars, and workshops

Required Education	High School / GED
Required Experience	Minimal Experience in work dealing with the public
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of the principles, practices, and techniques of modern library operation.
- General knowledge of reader interest levels
- General knowledge of library reference, adult services, and children's services; thorough knowledge of library system computer applications.
- General knowledge of library reference materials and research techniques.
- General knowledge of the library circulation functions; skill in the use of library equipment, materials, and resources; ability to maintain accurate records and statistics and complete accurate reports.
- Ability to exercise initiative and independent judgment.
- Ability to communicate ideas effectively orally and in writing.
- Ability to plan and supervise the work of subordinate personnel.
- Ability to establish and maintain favorable public relations.
- Ability to establish and maintain effective working relationships with associates, library patrons, local school and educational organizations, municipal officials, vendors, and the public.

PHYSICAL DEMANDS

The physical demands herein 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 these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force;
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting;
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities;
- Work occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure to outdoor weather conditions;
- Work is generally in a quiet location (e.g. library, private offices).

Weight	10 – 50 lbs.
Environment	Quite
Physical Activity	Moderate

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date