



## CITY OF INGLESIDE JOB DESCRIPTION

### Library Clerk III – Cataloger

<b>Department:</b>	Library
<b>FLSA Status:</b>	Non-Exempt
<b>Effective Date:</b>	05/13/2020
<b>Pay Grade:</b>	4

#### 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 oversees the library in the Director's absence. Acquires, catalogues, and circulates material for patron use; Provides a wide variety of public services to library patrons, including reference services, circulation, and research activities. 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 the functions and responsibilities as a Library Clerk II
- Categorizes and classifies library materials; creates material records in automated system and performs other data entry; performs research and creates accurate MARC records on automated system for all library material; sets up printer properties for printing bar codes, and spine labels.
- Trains and inspects the work of staff and volunteers.
- Prepares reports on circulation statistics and library usage, deposit records, peripheral equipment usage, etc.; assists with compiling statistics for annual report.
- Plans, implements, and conducts children's library program; research and plans reading and related activities such as arts and crafts.
- Promotes children's services by developing promotional materials, flyers, information, and oversees maintenance of bulletin boards.
- Handles escalated or complicated patron inquiries and requests; locates books and other materials
- Coordinates repairs and maintenance needs to appropriate City department staff; orders supply.
- May be assigned specific duties such as outreach, bookmobile, technical services, youth services, etc.
- Coordinates and maintains records for interlibrary loan request for books and other materials for lending and borrowing including the Book Club orders.
- Interprets, applies, and explains library policies and procedures to the public
- Responds to inquiries and complaints regarding circulations services and patron problems concerning the operations of the automated library system.
- Assists with weekly deposits.

- Complete assigned health and safety courses to create a safe work environment

**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** - Associates/Technical degree with coursework in library or information science, or related  
**Experience** – considerable experience in a public library including supervisory experience, or equivalent combination of education and experience.

<b>Required Education</b>	Associates / Technical degree
<b>Required Experience</b>	Considerable experience
<b>Combination OK?</b>	Yes

**License or Certificate** – Valid driver's license in the State of Texas. Ongoing library continuing education, webinars, and workshops.

**Special Requirements**

Possess or obtain Texas Small Library Management certification within two years

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Thorough knowledge of the principles, practices, and techniques of modern library operation.
- Thorough knowledge of reader interest levels
- Thorough knowledge of library reference, adult services, and children's services; thorough knowledge of library system computer applications.
- Thorough knowledge of library reference materials and research techniques.
- Thorough 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,

<b>Weight</b>	10 – 50 lbs.
<b>Environment</b>	Quite
<b>Physical Activity</b>	Moderate

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).

**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.*

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Employee Signature

\_\_\_\_\_  
Date