

**DIXON PUBLIC LIBRARY
POSITION DESCRIPTION**

POSITION/TITLE: Temporary Library Clerk

FLSA CLASS: Non-Exempt

REVISED DATE: April 2019

JOB SUMMARY:

Provide general library service to patrons in either the Adult or Youth Departments.

HOURS OF WORK:

Short term – includes some evenings and Saturdays (15-20 hours per week).

SUPERVISION:

Reports to the Library Director; works under the general supervision of the senior library staff. This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interact with members of the public and colleagues.

Check in and out library materials.

Respond to public inquiries in person or by telephone. This includes reader's advisory and reference questions, using both print and online resources.

Issue library cards.

Manage and monitor public computer use.

Provide assistance with library equipment (such as computers, copy machines and microfilm reader).

Keep public areas orderly.

Shelve, shelf read, straighten and dust materials collections, as necessary.

Sanitize computer hardware/headphones/mouse pads as needed.

Uphold patrons' constitutional and legal rights, abide by federal and state statutes, and implement board policies and library procedures.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. It is expected that the clerk will perform other duties as needed and assigned by Library Director or senior staff.

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MINIMUM QUALIFICATIONS:

High School Diploma required. Two-year college degree preferred.

Equivalent work experience preferred.

Must be service-oriented and have a positive attitude toward the library and its patrons.

Must have computer experience sufficient to adequately use automated library systems, as well as basic word processing and internet search skills.

Must have the ability and desire to deal with co-workers and the public in a courteous manner, establish a rapport with library users, and maintain an effective working relationship with fellow employees.

Must have the ability to have interactions (face-to-face and other) with patrons and co-workers.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT:

The work environment characteristics described 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 the essential functions.

The work environment is a typical customer service environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopier, and calculator. The noise level in the work area is usually moderately quiet.