

CITY OF SALINAS

LIBRARY CLERK

BARGAINING UNIT/CLASS CODE:
SMEA / I10

DEFINITION

Under general supervision, perform routine circulation and clerical work in the Library and Community Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from Senior Library Technician. May receive supervision from higher-level department staff. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Perform direct public service at the circulation desk. Perform related duties using the library's Integrated Library System (ILS). Register patrons for library cards. Check-out, accept, and check-in returned books, pamphlets, periodicals, and other library materials; prepare returned library materials to go back to the circulation collection. Answer phones; respond to patrons in person and telephone requests for library materials, reserves, renewals, services and information. Resolve issues with problem items. Compute and collect monies for reserves, overdue fines, lost materials and other miscellaneous library materials; count and balance revenue receipts; prepare for deposit. Assist in receiving and processing books and other acquisitions for the library collection such as label, cover and prepare books and pamphlets for shelving. May repair books and other library materials. Type book lists, records, order forms and other items. Inventory and order supplies as needed. Search shelves for specific books and periodicals. Shelf materials and shelf-read as needed. Take circulation count. Drive the delivery van and deliver and/or pick up materials from other libraries and other city locations as needed. Drive the Bookmobile or Snappymobile as needed and perform Circulation duties. Assist with setting up and cleaning up for events and programs. Perform opening and closing duties. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 25 lbs; may occasionally lift up to 40 pounds of library materials; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to standing at the public service counter for long periods of time, bending, crouching, or kneeling at files and shelving units; pushing/pulling of book carts and supplies; lifting and transferring books from bins to carts and to shelves; reaching in all directions and frequent periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Library terminology. Dewey Decimal system. Library filing rules and procedures. Modern office methods,

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practices and procedures. English usage, spelling, grammar, and punctuation. Basic arithmetic. Knowledge of Microsoft Word and Internet searches.

Ability to:

Follow oral and written instructions. Perform or learn library clerical tasks and become familiar with departmental procedures. Learn to use the Library Catalog and the Integrated Library System (ILS). Use standard office and library equipment. Spell correctly. Make routine mathematical calculations. Deal courteously and tactfully with the public. Establish and maintain effective relationships with others. Effectively organize workload.

Skills to:

Type at a speed of 40 words per minute.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from high school/GED and one year of general office assistance work experience; preferably including experience in public contact or library work.

Reviewed _____
Department Director

Approved _____
Senior Human Resources Analyst

Approval Date _____

**ORIG: 2-84, REV: 2-94, REV: 2-07,
REV 8-12**