

## **JOB DESCRIPTION**

Position Title:                   **Library Clerk**  
Department:                    Library  
Appointing Authority:        Library Director  
Supervisor:                    Circulation Supervisor  
Salary Level:                  See Library Clerk Wage Table  
FLSA Status:                  Non-exempt  
Date Approved:                06/27/2016 by Franklin Public Library Board of Trustees  
                                      06/28/2016 by City of Franklin Common Council

### **GENERAL PURPOSE OF POSITION:**

Under supervision of the Circulation Supervisor, the Library Clerk facilitates efficient check in of library materials, including those items received from other libraries. The Library Clerk further shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

### **HOURS OF POSITION:**

Scheduled hours may vary from week to week. The number of hours scheduled is determined by the FTE approved for the position. This position may be scheduled to work normal business hours and any hours the Library is open for business or special events (i.e., weekdays, evenings, Saturdays and Sundays).

### **FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

#### **Essential Functions:**

1. Empties book drops.
2. Checks in material returned to the library by patrons or delivery.
3. Arranges returned materials on book trucks and shelves them in proper order.
4. Assists in maintaining book stacks, to include, shelving, facing, shelf reading, etc.
5. Answers directional questions and refers patrons to appropriate personnel.
6. Performs light housekeeping.
7. Punctuality, reliability and attendance are essential to this position.
8. Ability to adapt to changes in workload when library is busy.
9. Other duties as assigned by the Library Director or designee.

### **MINIMUM QUALIFICATIONS:**

High School Diploma or G.E.D. Six months work experience in an office or retail environment.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively with the public and staff both verbally and/or in writing.
- Ability to follow detailed directions.
- Ability to maintain regular work schedule.
- Ability to perform moderately heavy physical work.
- Ability to create and maintain positive and effective public relations.
- Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.
- Ability to learn and use the ILS (Integrated Library System) software, Microsoft Outlook, and basic office equipment (telephone, photocopier, personal computer, laminator, etc.)
- Working knowledge of English grammar and spelling.

**SUPERVISION RECEIVED:**       Works under the supervision of the Circulation Supervisor.

SUPERVISION EXERCISED: None.

RESPONSIBILITY FOR PUBLIC CONTACT:

Daily contact requiring courtesy, minor discretion, and sound judgment.

LICENSING & CERTIFICATION: None.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb, balance, stoop, kneel, crouch, walk and crawl.

The employee must occasionally lift and/or move up to 50 pounds. Ability to push and pull objects weighing 300-400 pounds on wheels (book truck) is required. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a library environment. Noise level in the work environment is usually quiet to moderate. Flexible work hours include evenings and weekends.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

***I agree I have been given a copy of my current job description. I am aware that it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.***

\_\_\_\_\_  
***Signature***

\_\_\_\_\_  
***Date***