

Lead Library Clerk

Direct Supervisor	Circulation Supervisor
Department	Mead Public Library
Version Date	8/19/2026
Salary Grade	TBD
FLSA Status	Non-Exempt, Non-Represented



Department and Position Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

Under the general supervision of the Circulation Supervisor, the Lead Clerk ensures library materials are checked in, sorted, and shelved in a timely and accurate manner and provides customer service to patrons. In addition to performing standard Clerk duties, the Clerk Lead strengthens departmental operations by supporting the Circulation Supervisor with day-to-day problem solving, helping maintain workflow during absences, and supporting communication between clerk staff and the Circulation Supervisor. It is imperative job duties are performed with respect, integrity, objectivity, and in the best interest of the City. All City employees are expected to be honest and truthful at all times.

Essential Responsibilities:

- Performs general day-to-day duties of the circulation department including processing returns and holds, shelving materials, inventory, processing new materials for circulation, inspecting materials for damage, assisting patrons with inquiries, etc.
- Serves as primary backup to the Circulation Supervisor for clerk scheduling, schedule adjustments, filling coverage gaps, and ensuring all tasks have appropriate coverage.
- Assists the Circulation Supervisor with training new Clerks on the daily operations of the department.
- Serves as point of contact for Clerk staff on the floor, assisting with on-the-spot clerk questions and supporting communication between clerk staff and the Circulation Supervisor.
- Partners with Circulation Supervisor to support department projects. Assists with planning and delegating project tasks to Clerk staff as appropriate.

General Responsibilities:

- Reports Library safety and security matters to Library Management or Maintenance staff.
- Offers ideas for improving operational effectiveness or efficiency to management team.
- Provides coverage for the public service desk when needed and provides basic library account assistance.

Education & Experience:

- High school diploma or equivalent required.
- Minimum of six (6) months of experience working in a library required.

Lead Library Clerk

Knowledge, Skills, and Abilities:

- Ability to perform duties independently without direct supervision.
- Ability to employ appropriate techniques to meet service needs.
- Ability to adapt to changes in the library profession.
- Ability to work collaboratively and develop and maintain effective relationships with staff, library users, and community partners.
- Proficiency with computers and other technology is required, including but not limited to:
 - Use of the library's integrated library system (ILS)
 - Navigating a Windows environment and use of standard Microsoft software, email and calendars
- The ability to communicate effectively ideas and information both in written and oral form.
- Ability to set priorities in order to meet assignment deadlines.
- Strong interpersonal, communication and organizational skills.
- Ability to work independently in a fast-paced environment with frequent interruptions.
- Ability to lead, train, and support fellow staff in a positive and constructive manner.
- Ability to exercise sound judgment when addressing scheduling and workflow issues in the absence of the Circulation Supervisor.
- Ability to assist with delegating and coordinating project tasks among staff.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment background check.

Other Duties:

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. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment:

Employee frequently stands, walks, sits, talks, hears, and reaches with hands and arms. Employee lifts, bends, stoops, lifts and carries 50 pounds or less, and pushes and pulls objects on wheels weighing up to 100 pounds. Position requires the operation of office equipment and requires repetitive hand movement and fine coordination to operate computer equipment. Occasional travel to other locations for meetings, trainings, and conferences required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Acknowledgement:

This 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.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee

Date

Lead Library Clerk

Department Head

Date

Human Resources

Date

City Administrator

Date