

Page Library Clerk

Direct Supervisor: Support Services Manager
Department: Mead Public Library
Version Date: July 12, 2024
Salary Grade: 14
FLSA Status: Non-Exempt , Not 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. The purpose of this position is to ensure that library materials are checked-in, sorted and shelved in a timely and accurate manner so library patrons can quickly locate items of interest. This position will also guide patrons to individual items or collections, or walk them to the appropriate staff resource, as needed.

Essential Responsibilities:

1. Performs general day to day duties associated with respective department which include but are not limited to:
 - a. Check in returned materials & process holds
 - b. Sort & re-shelve materials
 - c. Inventory & shelf read collection
 - d. Process new materials for circulation
 - e. Inspect materials for damage
 - f. Assists patrons with basic informational questions
 - g. Performs miscellaneous clerical duties
2. Reports Library safety and security matters to Library Management or Maintenance staff
3. Performs duties independently without direct supervision
4. Offers ideas for improving operational effectiveness or efficiency to management team
5. May serve on internal committees
6. Performs other related work as assigned by the Director, Manager, or Page Supervisor

Education & Experience:

High School student diploma or GED, entry level position-related job experience is helpful

Qualifications & Skills:

1. Ability to employ appropriate techniques to meet service needs
2. Ability to adapt to changes in the library profession
3. Ability to interact well with co-workers and public
4. Ability to utilize technology as required
5. The ability to communicate effectively ideas and information both in written and oral form.
6. Ability to set priorities in order to meet assignment deadlines
7. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
8. Strong interpersonal, communication and organizational skills
9. Ability to work independently in a fast-paced environment with frequent interruptions

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Post Job Offer Requirements:

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

Work Environment:

The work environment and physical demands 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 qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____