

Clerk Lead

Direct Supervisor: Circulation Supervisor
Department: Mead Public Library
Version Date: July 27, 2026
Salary Grade: 5? -TBD
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, while also serving as a team lead within the Clerk department. 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 in the workroom when staff are absent or unavailable, and helping bridge communication between Clerk staff on the floor and the Circulation Supervisor. 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. Serves as the primary backup to the Circulation Supervisor for Clerk scheduling, including managing schedule adjustments, filling coverage gaps, and ensuring all tasks have appropriate coverage
3. Provides workflow oversight when a Clerk calls in absent or becomes unavailable, stepping in to redistribute scheduled tasks to other staff
4. Assists with training newly hired Clerks on the daily operations of the Clerk department, alongside the Circulation Supervisor
5. Serves as a point of contact for Clerk staff on the floor, assisting with on-the-spot clerk questions and helping bridge communication between Clerk staff and the Circulation Supervisor
6. Partners with the Circulation Supervisor to support department projects, assisting with planning and delegating project tasks to Clerk staff as appropriate
7. Reports Library safety and security matters to Library Management or Maintenance staff
8. Performs duties independently without direct supervision
9. Offers ideas for improving operational effectiveness or efficiency to management team
10. Cover the public service desk when needed and provide basic library account assistance
11. May serve on internal committees
12. Performs other related work as assigned by the Director, Manager, or Circulation Supervisor

Clerk Lead

Education & Experience:

High School student diploma or GED; library clerk experience, or equivalent library clerical experience, is preferred

Qualifications & Skills:

- 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

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 accommodation 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. Processing, picking up and shelving library materials
8. 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:_____

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Employee Signature: _____ Date: _____

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