

Harwinton Public Library: Library Clerk

Job Description

JOB TITLE: Library Clerk – non-Union position

SUPERVISOR: Library Director

DEPARTMENT: Library

HOURS: Approximately 14 hours/week including 2 evenings and alternating Saturdays; substitute hours as needed

STARTING HOURLY COMPENSATION: \$13 - \$15.50/hour, depending upon qualifications

Purpose of Job:

- The primary responsibilities of this position are to staff the library Circulation Desk, with duties including answering phones & emails, checking out and checking in books, registering new patrons, collecting and recording fines and fees, shelving books and taking program registrations; also performs other jobs within the Library

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related or a logical assignment for this job. Other duties may be required and assigned:

- Staffs Circulation Desk, checks items in and out, collects and records fines and fees
- Answers phones and responds to patron emails
- Calls patrons to report overdue items and arrived requests
- Schedules patron appointments and curbside pickups
- Manages online event registrations and room reservations
- Helps update and maintain Library website
- Empties book drop and shelves returned items
- Assists patrons in finding items within the Library
- Assists patrons with the use of the Library's electronic resources
- Assists patrons with simple questions; refers complex reference inquiries, purchase requests and Interlibrary Loan requests to appropriate staff members
- Tallies petty cash and records statistics at the close of business
- Troubleshoots public computers, printers and copier; sends faxes for patrons
- Physically processes new items for the collection
- Performs simplified cataloging of temporary materials
- Deletes weeded items and helps to keep online catalog up to date
- Assists with library program preparation and implementation
- Assists with online and print publicity
- Is available as needed for sick time and vacation coverage

Minimum Qualifications:

Familiarity with library organization and practices
Familiarity with library automation systems and online catalog searching
Strong computer skills and knowledge of common office applications including Word, Publisher, Excel; WordPress or other web publishing experience a plus
Strong customer service skills and the ability to work with all age groups
High school diploma, some college preferred
Previous experience in dealing with the public
Previous library experience a plus

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals to perform the functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee frequently is required to stand, walk, sit, bend stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision and the ability to adjust focus. 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.

Work is performed primarily in a Library setting. Coordinates multiple priorities adhering to established timeframes. Frequent interactions with people who, at times, may be agitated.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum requirements.

ACKNOWLEDGEMENT

I _____ have read my complete Job Description and understand it completely. I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment. I understand exactly what my starting wage is and have reviewed the Town of Harwinton Employee Handbook. I further understand that I will be required to attend mandatory training as assigned by my supervisor or First Selectman.

Print Name

Employee's Signature Date

Supervisor's Signature Date