

EMPLOYMENT OPPORTUNITY

PART TIME LIBRARY CLERK

Position Summary: Under the direction of the Librarian, responsibilities include assisting in projects, performing circulation desk duties, assisting the public, shelving materials, answering the telephone, processing and recording fines and other duties as assigned. Applicants should possess a working knowledge of libraries, excellent record-keeping skills and an ability to establish and maintain a positive working relationship with the public.

Applicants should be able to work on some Saturdays and be flexible about filling in when other employees are out. We are also looking for someone with excellent computer skills, technology knowledge and familiarity with social media to help us keep our presence up to date on our website and facebook page.

Applications may be obtained by mail, by calling 886-2177 or online at www.signalmountaintn.gov. A signed application, your resume, and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by Thursday, December 31, 2015 at 4:30 p.m. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

**Town of Signal Mountain
Position Description**

**Title: Library Clerk
(Library Reference Assistant, Circulation Clerk, Technical Services Clerk)
Division/Department: Library**

Purpose:

Employee assists in operating the library, the circulation desk and helping patrons. This position is under the direction of the Librarian.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Perform circulation desk duties, including checking in and checking out materials, collecting fines, entering data, entering reserves, and issuing library cards.

Catalog new materials and prepare items for circulation.

Assist patrons in locating materials and give instruction in use of computer catalog.

Shelve materials and/or check shelves for improper shelving.

Compile overdue notices and prepare letters for mailing.

Assist Librarian with routine operations or special projects.

Help answer telephone.

Process fines and other money received by the library and prepare deposits.

Help with the training and supervising of staff and volunteers.

Any other duties assigned.

Knowledge, Skills, and Abilities:

Knowledge of computerized library program, cataloguing, and applicable computer software.

Knowledge of departmental functions, rules, regulations, policies and procedures.

Knowledge of Dewey Decimal System.

Ability to keep detailed records and prepare information and reports.

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Ability to establish and maintain an effective working relationship with the public, other employees and to work well with children.

Equipment:

Computers, computer software programs, copier, fax, scanner and other office equipment.

Educational Requirements:

High school diploma or equivalent.

Experience Required:

Less than one year.

Problem Solving Requirements:

Solve problems in situations where most problems have occurred before and their solutions are familiar.

Typical Writing Skills Required:

Writing standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees.

Job Related Communication:

Within the department – daily

With employees in other departments – monthly

With employees in other organizations – weekly

With the public – daily

Planning & Scheduling:

Limited – some planning of own activities.

Difficulty of Work:

Work involves following standardized procedures to complete assigned duties.

Assignment of Work:

General direction in following established practices and standardized policies.

Effects of Work Errors:

Errors may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

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Working Conditions:

On average 30 percent standing, 30 percent walking, and 40 percent sitting.
Approximately 0-20 lbs. may be required lifting.

Lift frequency – some

Bending – some

Pushing and/or pulling loads – none

Reaching over head – some

Kneeling – none

Crawling – none

Climbing ladders – none

Mental/Visual Effort:

Typing/CRT – very frequent

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – frequent

Transcription/proofreading – some

Adverse Conditions:

Exposure to temperature extremes – none

Dangerous equipment – none

Chemicals – none

Noise – some

Physical effort/risk – some

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