

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

TITLE

Library Page/Clerk Position 1

DEPARTMENT

Library

CLASS/EXEMPT STATUS

Part time / Non- Exempt

DIVISION

Library

SUPERVISOR

Library Manager

CLASSIFICATION RANGE

Hourly

POSITION DESCRIPTION

This position checks library materials in and out, assists the public with computers and photocopier, performs clerical tasks, and keeps library materials in order. The Library Page/Clerk reports to the Library Manager but will take direction from the Library Assistants for day to day assignments. Movement within the library is essential.

ESSENTIAL FUNCTIONS

- Assist public at the Circulation desk, checking library materials in and out.
- Keep library materials in order.
- Assist public with photocopier.
- Make change and receipt payment of fines, copies and other library related fees.
- Assist public with online catalog and Internet computers.
- Assist public in locating books.
- Take reservations, book purchase requests, and inter-library loan requests.
- Take applications for new library cards.
- Answer directional questions from public and refer reference questions to full time staff.
- Shelve library materials.
- Shelf read.
- Check book drops.
- Sort and distribute mail.
- Answer telephones, route phone calls, and take messages.
- Cover and prepare new books and magazines for circulation.
- Assist in the preparation for children's programs and help during programs.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- Generally are currently in high school. If older: High school diploma or GED from an accredited school.

EXPERIENCE

- Some experience in a school or public library is preferred.
- Must be able to demonstrate proficiency in Microsoft Word (word processing) and computer keyboarding.

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Must be capable of working effectively and cooperatively with employees and patrons.
- Ability to do basic mathematical computations such as adding, subtracting, multiplying and dividing.
- Ability to communicate and assist patrons from young children to senior citizens, including those with limited English skill.
- Ability to work with numbers, the alphabet, and follow verbal instructions.
- Ability to communicate clearly and concisely by telephone, orally and in writing.
- Ability to establish and maintain effective working relationships with employees and patrons.
- Ability to work with the public in a timely, courteous and responsive manner.
- Ability to repeatedly bend, stoop and stand for prolonged periods of time.
- Ability push/pull using both hands/arms exerting a force of 5 to 15 pounds, such as book carts.
- Ability to operate office computer including word processing, spreadsheet, photocopy machine, telephone, fax machine, 10-key calculator, laminating machine, printer, and multi-line telephone.
- Maintain a positive work environment supporting fair and equal treatment for employees within Equal Employment Opportunity Guidelines.
- Display initiative to resolve problems and capitalize on opportunities on the job.
- Work to resolve issues of conflicting personalities and needs.
- Keep others informed of work issues and programs by maintaining quality communication.
- Ability to cross train to perform other functions of the department.
- Ability to work with significant contact with the public.
- Ability to meet frequent deadlines and work in an environment with constant interruptions, multiple tasks and potential conflicts with the public.
- Be responsive to citizen’s requests.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- Willingness to work evenings and weekends to meet the needs of the department.
- Occasionally lifting up to 35 pounds of supplies, equipment, books, and materials.
- Frequent climbing on step stools, bending/twisting at waist/knees/neck, reaching overhead while retrieving and shelving books.
- Constant use of both arms/hands reaching, handling, fingering, grasping books, materials and supplies.
- Possess a valid Driver’s license.
- Requires working variable hours including days, evenings, and Saturdays usually not to exceed 30 hours a month.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
C. Donaldson	6/25/2014	C. Donaldson	6/25/2014	P. Murray	7/1/2018	S. Taylor	7/7/2014