

COUNTY OF GILLESPIE
JOB DESCRIPTION



Library Clerk for
Pioneer Memorial Library

Department: Pioneer Memorial Library

Position/Class Title: Library Clerk

Supervisor: Library Director

Pay Range: Starting at \$18/hourly

FLSA Category: Non-exempt, Full-time

DESCRIPTION OF POSITION:

The Library Clerk provides circulation services, ready reference and reader's advisory. The position also receives and processes fines and fees from patrons as well as assists with finding materials in the library and accepting donations.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the Library Director, or Assistant Director in the Director's absence, may include but are not limited to the following:

- Check materials in and out, place reserves and check material availability using automated library system.
- Issue new cards and update information on current patrons.
- Collect fines and fees from patrons.
- Reconcile daily cash receipts.
- Check shelves for overdue materials.
- Answer reference questions (in person, by email or telephone) and perform reader's advisory for patrons.
- Issue computer guest passes to patrons and provide help with computer problems.
- Identify damaged library materials and send for repair.
- Accept donations from the public.
- Shelves library material as needed, in either chronological or alphabetical order, requiring knowledge of the Dewey Decimal System
- Processes periodicals, checks receipt of materials against orders, claims missing issues, processes U.S. mail and directs mail to appropriate personnel.
- Prepares withdrawn books for the book sale.
- Attends Department and staff meetings and serves on County committees as requested, in addition to completing 3 hours of continuing education annually.
- Creates monthly book displays and update as needed
- Performs other work as needed, including but not limited to special projects and supervisor assignments.

EDUCATION AND EXPERIENCES

- Must possess a High School Diploma or equivalent.
- Must be at least 18 years of age.
- Must pass pre-employment background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and interpret document such as safety rules, operating and maintenance instructions, procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to customers and to employees.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. The location of this position is primarily in the Pioneer Memorial Library which consists of a normal office environment, multi-person, open bay area typical of a public library setting (heated/air conditioned).

Physical Ability: Some tasks require the ability to exert medium physical effort in medium work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks may involve extended periods of time climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motion at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions may be occasionally performed with exposure to adverse environmental conditions, including exposure to damp/wet surfaces, dusty conditions, fumes, and odors.

Normal work schedule is Monday through Thursday and alternating Fridays and Saturdays, forty hours per week, with varying schedules possible on occasion. Overtime and/or unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. County employees are required to record their work hours properly and to submit time records promptly to their supervisor.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please Return your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room 102-B

Mail: Gillespie County, 101 W. Main St., Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature _____

Date _____