

LIBRARY SPECIALIST
Circulation Clerk

NATURE OF WORK

Routine circulation duties, performed in the library which follow well-established procedures. Detailed instructions and close supervision are received during the initial training phase which occurs on the job. Once learned, regular routine tasks are performed more independently. Work performance is subject to close supervision and is reviewed for accuracy and thoroughness by the Library Manager.

EXAMPLES OF DUTIES

Facilitates the registration of borrowers and charges and discharges books according to policy and procedure; assists patrons of all ages in locating materials; oversees reserve book system; attends technical and library-related seminars and/or workshops as required; performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of and liking for patrons and books; aptitude for library work and willingness to learn library techniques; general ability to take direction and criticism; ability to exercise good judgment in making minor decisions in accordance with library and city policies and procedures; ability to read small print and computer screens; ability to be on feet and active all day; ability to reach, stretch, bend, stoop, push and pull in order to shelve and retrieve materials; ability to lift up to 25 pounds; availability to work one evening a week and alternating Saturdays as part of the regular schedule. Computer knowledge and/or experience preferred.

Training and Experience

Job can be learned through short periods of supervised on-the-job training.

CONTROLS OVER WORK

Works under the supervision of the Library Director and in concert with the management team. Performs duties independently, making routine decisions in applying established library policies, referring only unusual matters to others for assistance. The Library Director or other designated employee assigns duties and provides guidance and instructions on unusual problems, new assignments or unusual reader requests. Employee works on the basis of a general assignment of responsibility and follows through the full continuity of the job to the final results.

Special Requirements

Valid Florida Driver's License. Must be at least 18 years of age.

OTHER SIGNIFICANT FACTS

Tact, courtesy, alertness and good judgement are required to deal with patrons and staff members. Must be available to work irregular hours, including evenings and Saturdays. May be required to lift moderately heavy (up to 25 pounds) boxes or books, mail bags, etc. Must have the ability to be on feet and active all day. Must be available to fill in for other employees as needed.

CLASSIFICATION

Library Clerk - FLSA Non-Exempt
Part-Time (30 hours)

PAY GRADE: 17

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