



Senior Library Clerk

Job Specification
Classification: Competitive
Series: Library Support
Level: 2 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Library Support series and is responsible for supervising the library support staff. Responsibilities include all Library Clerk functions as well as scheduling staff and projects, and assigning projects to staff. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Oversees daily activities of department and assigns projects; determines priorities, work assignments, work methods and procedures for other library clerk staff;
- Provides expert customer service and assistance in a variety of library activities and programs including general reference information and explanation of procedures, handling overdue accounts, and processing interlibrary loans; may include providing instruction or training in the use of library resources;
- Oversees routine record keeping including maintaining and updating overdue records, loans and general statistical records and library activities;
- Organizes and maintains a variety of library materials including conducting inventory, weeding, shelving, reserve collections, repairing etc;
- Runs reports as required to maintain database integrity and assist with inventory, weeding, etc;
- Catalogues print and non-print materials using established bibliographic records;
- Processes new materials for adding to assigned collections; codes, stamps, labels, and covers books. Adds new items to computer database and assists in maintaining and updating collection records;
- Assists customers in setting up and using audio/visual equipment and computers; troubleshoots problems with equipment when needed;
- May perform opening and closing activities to include securing the building, shutting down or starting up computers, and preparing other equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Lead worker practices, including assigning and monitoring work;
- Library principles, practices, and procedures;
- Customer service principles;
- Various forms of audio/visual equipment;
- English language and grammar;
- Recordkeeping principles for assigned collections;
- Department operations and functions;
- Various computer applications and related software.

Ability to:

- Monitor work and provide direction;
- Provide customer service;
- Organize and alphabetize materials according to standard practices;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Operate a variety of audio/visual equipment;
- Follow written and oral directions;
- Provide guidance and direction to customers;
- Keep records related to new books, interlibrary loans, special collections, or reference materials;
- Communicate clearly, using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc, sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Associates' Degree or higher and one year of experience working in a library; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 3 years of experience working in a library; or
- (C) An equivalent combination of training and experience as defined by the limits of the above.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Revised: 6/24/2003; 4/17/2012; 11/17/2015