

MERIDIAN-LAUDERDALE COUNTY PUBLIC LIBRARY

LIBRARY CLERK

Job Description

General Description: This is a clerical position responsible for assisting in various departments as the needs of the library dictate as determined by the library Director or his/her designee.

Responsibility: This position is responsible to the supervisor of the department to which the person is assigned and is supervised by the Associate Director and/or the Assistant Director of Technical Services.

Authority: This is not a decision making or supervisory position. Questions outside of the normal routine are to be referred to the department supervisor who will consult the Assistant Director of Public Services and/or the Assistant Director of Technical Services.

Requirements: High school graduation or its equivalent (GED) is mandatory. Clerical education and/or pertinent clerical business experience is preferred. This position is subject to extensive background investigations and random drug screening, in accordance with library policy.

Personal Qualifications:

The initiative to learn and work in accordance with library policies and procedures.

The ability to interact and provide positive service to the library visitors.

The flexibility to adapt to various assignments.

The ability to perform basic clerical tasks such as alphabetizing, filing, organizing library materials in various formats, operating basic office machinery, etc.

Have basic computer skills and the ability to learn and use basic library computer technology as related to their position.

The ability to lift up to twenty-five pounds (25 lbs.) of materials, push loaded book carts, and shelf materials in the appropriate location.

The ability to work a flexible schedule, including weekends and nights if assigned.

The willingness to participate in an objective system of measurable goals related to the duties of this position and undergo regular job performance evaluations to determine the success in achieving said measurable goals.

The willingness to actively participate in any job training deemed important to their successful job performance, both on and off site of the library.

Duties: This position assists with duties in circulation, children's, Mailibrary, technical services and/or any clerical functions in any phase of the library operations. This position may repair materials, prepare materials for circulation, assist on library notices, assist with inventory, etc. Also, shall perform other duties essential for successful library operations as assigned.