

Riverside Regional Library

Substitute Library Clerk

Responsibilities:

Responsibilities include activities associated with the circulation of adult and children's Library materials, both print and nonprint; assisting patrons in obtaining materials; and maintaining the collection and its availability to the public. May be assigned to one or more departments in the Library. Under the supervision of the Department Supervisor and the Library Director.

Education/Work Experience:

- High School diploma or GED required; additional education or training desirable.
- Library or other work/volunteer experience requiring public service desirable.
- Experience and/or training in computer technology desirable.

Special Requirements:

- Ability to work well with the public, dealing with patrons tactfully and courteously.
- Ability to complete tasks; pay attention to accuracy; work with interruptions.
- Ability to maintain confidentiality of patron records and sensitive information.
- Ability to accept direction from and effectively communicate with Department Supervisor.
- Ability to establish and maintain positive and cooperative working relationships with co-workers, Department Supervisor, and Library Director.
- Ability to adapt to changing job conditions.
- Ability to coordinate multiple tasks simultaneously.
- Ability to use a computer and operate Library machines; ability and willingness to learn how to operate new equipment and learn new software programs.
- Availability to work Saturdays and occasional weekdays as needed.
- Physical dexterity and the physical ability to lift up to 40 pounds, bend, reach, and spend up to 4 consecutive hours standing and walking.
- Ability to communicate fluently in English, both orally and in writing; type; file; calculate; read written material at a minimum of ¼ inch magnification; maintain records.
- Ability to work with minimum supervision.

Specific Duties

- Performs required work at the circulation desks. Checks Library materials in/out.
- Shelves books correctly and in a timely fashion.
- Issues Library cards to patrons.
- Keeps books straightened and in order on the shelves.
- Keeps shelves, workstations, and public computer areas dusted and clean.
- Answers telephone as needed.
- Assists Library users by answering questions, locating and obtaining materials.
- Assists patrons on the use of the public access Internet computers and online catalogs.
- Assist with children's and adult programs when needed.
- Photocopy materials as needed by staff or Library Director.
- Performs other duties as assigned.

Approved by the Board of Trustees 22 May 2008