



KENT COUNTY PUBLIC LIBRARY
Job Description

JOB TITLE:	Library Clerk 1 - Information Services
CLASSIFICATION:	Regular Part-Time (960 hours per year)
SUPERVISED BY:	Information Services Director
STATUS:	Non-Exempt
HOURS OF DUTY:	As scheduled, with Saturday and evening hours

GENERAL SUMMARY:

Responsible for performing standard circulation and reference desk duties. Assisting in maintaining collection maintenance activities, such as weeding, shifting, shelf-reading, etc. Handling book drop procedures as necessary. Printing out and faxing materials for patrons as needed. Implementing circulation standard operating procedures and system policies. Understanding of Library's automated system circulation and public access modules. Assisting patrons with computer use and maintaining currency with applicable library technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greets and interacts with the public in a professional and courteous manner
- Establishes and maintains effective working relationships with supervisor, associates, and the general public
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Competently performs all circulation functions. Implements circulation standard operating procedures and system policies
- Thorough understanding of Library's automated system circulation and public access modules
- Assists patrons with computer use and maintains currency with applicable library technology
- Ability to operate a computer terminal and perform searches in the library's catalog and databases as well as the internet

- Handles financial transactions accurately and responsibly
- Maintains patron confidentiality
- Complies with KCPL policies, procedures, philosophies and objectives

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assists in maintaining collection and performs collection maintenance activities, such as weeding, shifting, shelf-reading, etc.
- Handle claim returns and the picklist as necessary
- Check and handle the Printing to Go emails on a daily basis
- Print out materials for patrons as needed
- Ability to perform other duties as reasonable and necessary

JOB REQUIREMENTS:

- Knowledge of Windows, Office, and library software and equipment
- Knowledge of public library practices and procedures, including using library software and performing research assistance
- Strong communication skills, both oral and written
- Accuracy and attention to detail
- Ability to interact with the public in a professional and courteous manner

QUALIFICATIONS:

- High school diploma required; Associate's degree preferred
- Valid driver's license
- Customer service experience required

WORKING CONDITIONS:

- Active work in a library environment.
- Requires physical effort such as stooping or bending, and lifting of objects up to 25 pounds
- Able to stand at the circulation desk to assist patrons
- Able to use a computer terminal for long periods