

Kent County Public Library

Library Clerk I – Facilities, Patron & Administrative Services

CLASSIFICATION: Full-Time
Full-Time Library Clerk/Assistant payscale

FLSA STATUS: Non-Exempt

SUPERVISOR: Chief Operations Officer

HOURS OF DUTY: 37.5 hours per week
As scheduled, with Saturday and evening hours as needed.

POSITION GENERAL SUMMARY

Performs clerical and administrative tasks according to standard operating procedures.

Performs standard circulation duties and serves as a front-line customer service provider. Provides basic reference services and technology assistance for library users. Provides collection maintenance support. Regularly works at multiple KCPL locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Services

- Processes invoices and payment forms
- Records check and cash receipts and makes cash deposits
- Handles checking, savings, and money market account records
- Prepares and formats letters and other documents, as directed
- Completes documentation and reporting functions related to accounts payable and receivable
- Tracks supply usage and assists with coordination of supply orders or acquisition

Patron Services

- Performs standard circulation duties, including transactions related to borrowing and returning materials; requesting materials for patrons; sharing information about library services, materials, and events
- Performs basic reference transactions, including finding answers to a broad range of questions through the use of print and electronic resources; utilizing and providing

tutorials for eLibrary resources; reader's advisory; requesting materials locally and through interlibrary loan services; referral services

- Provides technology assistance to patrons, including assistance with public computers; troubleshooting a wide variety of devices; providing tutorials for Digital Library resources; assisting with Wi-Fi connectivity and printing

ADDITIONAL JOB EXPECTATIONS

- Processes cash receipts, invoices, bank statements, credit card bills, etc., by verifying accuracy of the documentation and balance, compiling data, and preparing appropriate forms and reports
- Enters data into appropriate database system to complete or update spreadsheet information which may include cash receipts and invoices
- Maintains integrity of database accounting systems by regularly updating files, reports, and spreadsheets, including vendor lists, purchase order account balances, or similar information
- Helps to prepare spreadsheets, projections, reports, and data lists for Board meetings
- Provides administrative support as needed including organizing and scheduling meetings, maintaining contact lists, producing and distributing correspondence, generating reports, etc.
- Assists with collection maintenance projects, as directed, including shelving, organizing, and weeding
- Provides direct service to the public, including regularly scheduled shifts at the circulation desk, basic reference transactions, branch coverage, and participation in summer reading and other special programming
- Performs other duties as assigned

JOB REQUIREMENTS

- Thorough knowledge of accounts payable/receivable
- Strong knowledge of QuickBooks, Microsoft Excel, and all appropriate Microsoft Office applications
- Knowledge of general office procedures
- High level of comfort with technology, including the ability to master new skills independently
- Ability to do basic technology troubleshooting on a variety of devices, including smart phones, tablets, PCs, hotspots, copiers, printers, fax, etc.
- Ability to manage numerous tasks and assignments at a time, with frequent interruptions

QUALIFICATIONS

- High school diploma or equivalency required; At least 18-months continued education or training beyond the high school level in bookkeeping or related clerical accounting preferred
- 1-2 years clerical accounting experience strongly preferred
- Customer service experience required; library experience preferred

WORKING CONDITIONS

- Near continuous use of computer terminal
- Moving throughout the library space, including working at public service desks and assisting library users at the desk, public computers, and in the stacks
- Lifting objects weighing up to 30 pounds; stooping, bending, and reaching; pushing or pulling a wheeled cart weighing up to 100 pounds

UNIVERSAL EXPECTATIONS FOR ALL KCPL EMPLOYEES

- Commitment to KCPL's Core Values
- Active engagement in teamwork within department and on cross-departmental projects and committees
- Equitable implementation of standard operating procedures and system policies, including enforcing and explaining policies to library users
- Commitment to continued professional growth and development

UNIVERSAL REQUIREMENTS FOR ALL KCPL EMPLOYEES

- **Ability to work at and provide own transportation between all KCPL locations, as well as outreach locations throughout Kent County, as needed and assigned**
- **Ability to provide coverage at any KCPL location, as needed and assigned**
- Strong internal and external customer service skills, including being equitable, patient, tactful, and courteous
- Ability to develop and maintain respectful and effective working relationships with library users of all ages (children, teens, adults), coworkers, and professional colleagues from many different backgrounds and cultures
- Ability to work independently, cooperatively, and as part of a team
- Ability to work calmly and effectively under pressure
- Excellent oral and written communication skills
- Ability to critically review sources of information
- Accuracy and attention to detail
- Knowledge of and competence with standard computer applications (email, Windows, Microsoft Office, etc)
- Knowledge of or ability to quickly learn library software

KCPL STATEMENT OF OPPORTUNITY & EQUITY

Kent County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

Kent County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the HR representative at 410-778-3636 prior to submitting an application or resume.

Kent County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek applicants who view library services through an equity lens and are skilled at partnering with organizations to deliver services to traditionally underserved groups.