

**JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY**

Job Title: Children's Services Clerk, Part-time
Department: Children's Services, Main Library
Job Grade: 318 Non-exempt/Hourly
Reports to: Children's Services Manager
Revised: August 2021

Job Summary: Provides excellent customer service by responding pleasantly and efficiently to customers' needs, including aiding customers in selecting children's materials, using computer resources, and learning about children's programming. Assists in preparation of and registration for Children's programming activities. Performs clerical functions and completes other project assignments in Children's Services and other library departments as assigned.

Job Education and Experience:

1. Customer service work experience
2. Experience working with preschool through elementary school-age children
3. Clerical and computer work experience; experience creating Excel spreadsheets preferred

Job Knowledge, Skills, and Abilities:

1. Excellent interpersonal skills, with proven ability to serve the public with friendliness, tact, and diplomacy
2. Excellent oral and written English communication skills, including public speaking and presentation skills; Spanish-speaking skills preferred
3. Excellent organizational and alphabetical/numerical filing skills
4. General knowledge of popular children's books, authors, and general interests
5. Proficiency using personal computer system and email, Internet, Microsoft Office programs, Integrated Library System (ILS), and other computer applications relevant to job
6. Ability to learn and follow basic automated circulation procedures and library practices
7. Ability to establish and maintain effective working relationships with staff, customers, and children
8. Ability to work independently and effectively prioritize work tasks without direct supervision
9. Ability to maintain confidentiality of sensitive information
10. Ability to perform detailed clerical work and record keeping with accuracy
11. Ability to work a flexible schedule, including nights and weekends
12. Satisfactory criminal history background check

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires frequent sustained physical operation of computer and office equipment, with frequent in-person and phone contact with customers and library staff. While performing duties of this job, the employee is occasionally (less than 1/3 of work time) required to: work near equipment with moving mechanical parts, such as paper shredders and book carts; work at heights reached by a standard step ladder; be exposed to fumes and toxic and/or caustic chemicals typically present in insecticides and standard cleaning supplies; and be exposed to outdoor weather conditions if performing outreach activities. The noise level in the work environment is usually

moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision requirements necessary for this job include close vision, distance vision, peripheral vision, and ability to adjust focus. While performing duties of this job, the employee is regularly (over 2/3 of work time) required to: sit; use hands to finger, handle, or feel; and talk or hear. The employee must frequently (1/3 to 2/3 of work time) reach with hands and arms. Occasionally (less than 1/3 of work time), the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. While performing duties of this job, the employee must frequently (1/3 to 2/3 of work time) exert up to ten pounds of force to lift or move objects and must occasionally (less than 1/3 of work time) exert up to 50 pounds of force to lift or move objects.

Equipment Used:

1. Personal computer system with peripherals, printer, and barcode scanner
2. Laptop computer
3. Multi-line phone system
4. Copier
5. Flatbed scanner
6. LCD projection unit
7. DVD player
8. Digital camera
9. Ellison machine
10. Lamination machine
11. Weather radio
12. Two-way radio
13. Tiered rolling book carts
14. Step Ladder
15. Digital camera

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

Essential Job Duties:

1. Serves customers in Children’s Services and at Children’s Desk by providing general reference assistance and reader’s advisory, locating materials and other resources, and assisting customers in using library catalog, computers, and other public equipment
2. Assists in preparation of and registration for Children’s Services programming, including the Summer Reading Program and special events
3. Uses Integrated Library System (ILS) efficiently to check in and check out bags of materials designed for circulation to Early Literature Outreach sites

4. Drops off and picks up library materials at designated Outreach sites
5. Maintains collections by shelving, weeding, changing status of items, and reorganizing collections
6. Promotes library programs and services during customer interactions, providing positive image of library; assists in creating displays for customers
7. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time
8. Assists in maintaining department equipment and supplies; keeps paperwork organized and provides clerical support assigned by manager
9. Assists in keeping safe, orderly, and neat environments in public service and staff areas
10. Attends department meetings and collaborates on department objectives
11. Complies with the library's Employee Handbook, Code of Ethics, Internal Control Manual and all policies and procedures.
12. Informs Children's Services Manager of work and customer service problems; recognizes situations appropriate for seeking managerial or administrative assistance
13. Attends conferences, workshops, and training relevant to job duties and assignments
14. Performs other tasks and special projects assigned by manager

Other Duties:

1. Helps orient and train new staff
2. May serve on library work committees
3. May fill in at other public service desks

I certify that I have read and understand the job description for my position.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____