

# Iola Public Library

## JOB DESCRIPTION

Title: **Clerk Shelver II**

Reports To: Public Services Librarian

FLSA Status: Non-exempt

Schedule: 11.25 hours per week; one evening per week; every other Saturday

### **Primary Responsibilities:**

- Shelf materials in alpha/numeric order
- Regularly check book drops
- Check and rearrange books on shelves to ensure they are in order and assists with periodic collection inventories
- Help with routine overdue material processes; checking shelves and sending out letters
- Assist in maintaining a clean and welcoming library space

### **Secondary Responsibilities:**

- Provide circulation desk coverage as needed using computerized system
  - Answer phone and routes calls as necessary
  - Check materials in/out/renew materials
  - Reserve materials
  - Collect fines and process payments (cash, check and card)
  - Issue new patron cards/updates cards
  - Assist with double check in
  - Notify patrons about reserved materials
- Help process print and non-print materials for circulation as needed
- Assist patrons with services such as copying, faxing, computer use, microfilm, etc.
- Assist with patrons with online services such as SEKnFind catalog, *hoopla* streaming service, Cloud Library, etc.
- Assist with library programs and displays, including registration, signs, crafts, book lists, set up/tear down, etc.
- Perform any duties designated by librarians in assigned work area

### **Required Knowledge, Skills, and Abilities:**

- Ability to understand and follow oral and written instructions in English at an 8th grade level
- An awareness of the purposes and functions of the public library
- Ability to learn the Dewey Decimal system, automated circulation system, and library circulation policies and procedures
- Ability to maintain the confidentiality of patron information
- Ability to work effectively with and provide exceptional and positive customer service to diverse populations
- Ability to create courteous and pleasant first impression of library
- Ability to establish good patron rapport

- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Willingness and ability to work as part of a team
- Willingness and ability to learn new processes and adapt to changes
- Basic typing/computer skills
- Ability to learn media/computer operations
- Ability to maintain and assist clients in the operation of photocopiers
- Perform other tasks as assigned
- Work in other areas as assigned

**Physical Requirements:**

- Ability to perform duties in an office environment, such as operating computers with proficiency using library software, word processing, and search engines
- Ability to view a computer monitor and operate a keyboard for extended periods
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
- Ability to move and/or lift materials up to 25 pounds and push/pull carts weighing 100 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to read printed materials and information on computer screens and book spines
- Ability to communicate effectively with individuals in person, over the telephone, electronically, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor

**ACCOMMODATIONS:** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Revised 3/28/2022*