



Littleton Elementary School District Position Description

TITLE: Library Clerk

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To provide basic clerical and technical support in the provision of library materials and customer services at the District Library.

PRINCIPAL DUTIES: (essential functions)

- Provides prompt, courteous and accurate customer services to the students; encourages and reinforces good reading and learning habits.
- Provides customer services in a courteous and respectful manner; assists students in borrowing and returning library materials, using computers, and retrieving information; assists students with research and reference desk searches; may teach computer skills and internet search skills.
- Maintains the condition of the library shelves; shelves all returned books and materials according to the library classification system; shelves books and library materials in designated areas.
- Reads the library stacks to make sure they are in order by the author's name for fiction area and by Dewey Decimal call number for non-fiction area; straightens books on the shelves, bringing all book spines to the edge of the shelf for easy retrieval; picks up and re-shelves loose books.
- Collects and disposes of all paper, pencils and other materials left on library shelves; performs routine support tasks in opening and closing of the library, and assists the Library staff with basic duties.
- Receives, processes, and handles library materials for collection; applies barcodes, spine labels, and bookplates; makes minor repairs to library materials.
- Assists with coordination of special library programs; may provide special reading and movie programs for students; may assist with collection development.
- Assists students, staff and the general public and answers inquiries about Library services, programs and records; explains rules, policies, and procedures; provides information within the scope of authority.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of rules and regulations governing the conduct and safety of library programs and facilities.
Knowledge of the Dewey Decimal System of classification and library cataloging conventions.
Knowledge of record keeping and records management principles.
Knowledge of standard office equipment and computer hardware and software applications.
Knowledge of customer service techniques.
Knowledge of safe work practices.

Skill in performing clerical library support functions.
Skill in utilizing and maintaining automated library systems and computer equipment.
Skill in filing library materials alphabetically and numerically.
Skill in operating personal computer utilizing standard and specialized software.
Skill in public relations and customer service.
Skill in establishing and maintaining effective relationships with co-workers, students and others.
Skill in following written and verbal work orders.

PHYSICAL REQUIREMENTS: Light physical demands; standard library environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND two (2) year’s clerical and computer work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill. Previous library experience is preferred. Ability to read and write English is required; bilingual skills (English/Spanish) are preferred.

REQUIRED LICENSE/CERTIFICATION: None.

TERMS OF EMPLOYMENT: Ten months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____