

### **LIBRARY CLERK – Program Assistant**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher clerks or Librarians. May supervise pages and volunteers. Does related work as required\*.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Arranges of files materials according to library filing rules;
- Performs routine searches of and updates to computer records;
- Issues routine circulation, reserve and overdue functions;
- Makes and checks routine arithmetic computations;
- Operates office machinery such as photocopiers, fax machines or computers;
- Answers the telephone and takes messages;
- Calls patrons to deliver messages or information on library material;
- Types cards, lists, labels, or short entries on forms.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of office terminology, procedures and equipment as applied to library clerical work;
- Working knowledge of business arithmetic;
- Working knowledge of library filing and shelving rules;
- Ability to understand and follow oral and written instructions;
- Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately—skilled typing is not necessary;
- Tact and courtesy in dealing with staff and public.

**\*Related Work as Required:**

- Develop, implement & facilitate programming for young adults (ages 11 – 17).
- Assist with developing, implementing, and facilitating adult programs as assigned by the Program Coordinator.
- Prepare materials for pre-planned youth programming as assigned by the Youth Services Specialist.
- Assist with setting up before programs, breaking down, cleaning up & returning materials to designated storage areas after programs.
- Assist with creating craft templates/examples to display during programs.
- Assist with outreach to local nursing homes, schools, and other outreach events pertaining to teens and adults.
- Build and maintain relationships with patrons within the library and community.
- Record and track program attendance.



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- Independently facilitate adult programs in the absence of the Program Coordinator.
- Demonstrate an ability to complete tasks independently, show initiative to take on new tasks, meet established deadlines, and maintain maximum productivity during work shifts.
- Attend staff meetings and trainings, including all program planning and PR meetings.
- Work the circulation desk, providing excellent customer service.
- Perform other duties as assigned by the Youth Services Specialist, Program Coordinator, Assistant Director, or Director.
- The Program Assistant Clerk position is eligible for remote work for staff meetings and required training only, with prior approval from the Director.

#### **MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma or
- B. Two years of clerical experience; or
- C. An equivalent combination of training and experience.