

SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is para-professional and advanced clerical work in support of a Library system. Employees in this class perform a wide variety of routine administrative, advanced clerical and data entry duties while working with staff, customers, clients and the community. This position differs from lower-level clerical titles by being a lead assistant in coordinating tasks of lower-level workers and/or performing complex operations independently. Work performed is under general supervision with some leeway provided for the exercise of independent judgment. Supervision may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists patrons with questions and connect them with resources;
Coordinate, conduct and supervise programming to include activities, story time, workshops and reading programs;
Acts as information clerk where a general knowledge of lending rules, organization, department activities and established practices are involved;
Assists agency personnel in resolving problems and issues that arise through day-to-day operations;
Works with supervisor to order supplies, materials and checks invoices and packing lists for accuracy;
Works with an automated system including entering accession information, registering borrowers, maintaining shelves, lists and cataloguing;
Monitors and uses inter-library loan system;
Reviews materials for deaccession based on condition, circulation and other factors;
Reserves and maintains library materials for readers;
Performs book processing including shelving books, preparing new books and book repair;
Operates office machinery such as photocopiers, fax machines and computers;
Provide data for statistical reports;
Answers telephone, gives routine information to the public.
May write and administer grants;
May coordinate and arrange outreach to community through advertising, press releases, website, presenters, entertainment and educational programs;
May assign work, review and record work done, and instruct new employees in the specialized clerical/operations work of a program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of library services and practices; working knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment as applied to library clerical work; good knowledge of library filing and shelving rules, ability to understand and follow oral and written instructions; ability to plan, coordinate and supervise the work of others; basic computer and keyboarding skills; tact and courtesy in dealing with staff, public and students; accuracy; aptitude for library work; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college with an Associate's Degree; OR
- B. Successful completion of 60 semester credit hours from a regionally accredited or New York State registered college; OR
- C. Two (2) years of full time clerical/operational experience in a Library System; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B & C above