

**OSTERHOUT FREE LIBRARY
SUBSTITUTE LIBRARY CLERK
Job Description**

SCOPE OF THE JOB:

1. This position primarily reports to the Adult Services Coordinator and, when appropriate, to assigned Branch Supervisor.
2. Works cooperatively and communicates effectively with all library staff and library users.
3. Follows established procedures for service at Circulation, Information Desk, at branch library, or other assigned area.
4. Responsible for opening and securing of Library Branch building when required.
5. Covers any regular or emergency leave of library staff or Branch Supervisor.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides (to both in-person and telephone patrons) information, reference and reader's advisory services utilizing print and electronic resources.
2. Assists patrons in selecting and locating library material available through Central Library and other System member libraries.
3. Uses automated circulation system to check library material in and out, and to register borrowers and update patron records.
4. Assesses and collects late fees, deals with lost items and items that are claimed returned.
5. Keeps all necessary statistics.
6. Operates a Fax machine and public use computers.
7. Must travel to or from Central Library and Branch Libraries as assigned.
8. Assists Supervisor in all routine tasks necessary for the operation of the library or branch.
9. Assists Branch Supervisor when needed at Branch programs and activities.
10. When assigned, prepares and sorts Branch items into Branch boxes for delivery and sorts items returned from other libraries/branches via van.

OTHER DUTIES OF THE JOB:

1. Attends meetings, training seminars as required.
2. Cooperates as a team member with library staff in performing any duties essential to the achievement of efficient library operations.
3. Performs other job related duties as required.

WORKING CONDITIONS:

1. Full-time position, 37 hours per week. Evenings and weekends are required.
2. Periodically will work on-call or as emergencies arise.
3. May interact with upset staff and/or public and private representatives in interpreting and enforcing branch policies and procedures.
4. Usually works in environment with considerable public contact.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to pay attention to detail, record, convey, and present information.
2. Exhibit dedication to public service with the ability to analyze problems, use good judgment, make decisions, explain procedures, and follow instructions.
3. Must be able to sit for long periods through the workday, with intermittent periods of standing, walking, bending, twisting, and reaching to carry out essential duties of job.
4. Coordinated movements of fingers/hand; and simple movements of feet/legs and torso.
5. Medium work, with occasional lifting/carrying of objects with weights of twenty to forty pounds and pushing carts of 50 pounds or more.

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QUALIFICATIONS:

A. EDUCATION/TRAINING:

High School Diploma or G.E.D. necessary, Bachelor's preferred.

B. WORK EXPERIENCE:

1. Experience in a public venue.
2. Experience handling money, making change, and keeping accurate records.
3. Library experience preferred.

C. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
2. Must have a valid Pennsylvania driver's license and reliable transportation.
3. Must possess ability to communicate effectively.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with the public and with co-workers.
5. Must be able to solve simple problems independently and be willing to help co-workers when necessary.
6. Must possess the technical knowledge of operating personal computers and telephone systems with voice mail with accuracy and reasonable speed.
7. Must possess knowledge of various computer programs or have the ability to learn.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITON OF BRANCH ASSISTANT FOR THE OSTERHOUT FREE LIBRARY AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)