

Page Tompkins County

Department: Tompkins County Public Library, Groton Public Library, Lansing Public Library, and Possibly School Districts
Classification: Labor
Approved: 1/1/69
Revised: 07/06; 05/18
By: HH, Commissioner of Personnel

Minimum Qualifications

There are no minimum qualifications for this position.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for shelving of books and library materials, assisting patrons to use the library and performing minor clerical tasks. The work is performed under the direct supervision of a Senior Library Clerk. The work requires no prior experience as employees are trained on the job. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES

Sorts and shelves books and library materials in alphabetic and/or Dewey Decimal order; Reads shelves for accuracy of item order, reshelving items as needed; Empties book drop bins daily and brings items to Circulation Office for processing; Assists clerks in the performance of non-computerized functions; Clears tables of items left by patrons and keeps library rooms in order; Locates library materials or answers basic questions on how to locate library materials or makes a referral to the reference librarians; Searches for items that are "claimed returned"; Arranges newspapers and periodicals for users, filing them as needed; Shifts books and library materials to proper locations; Performs simple, routine clerical tasks; e.g. stamping the newspapers daily before setting them out, updating magnetic periodical labels, pulling "in" status holds, discarding periodicals at regular intervals; Operates library equipment such as photocopiers, microfilm machines, computers; Stocks paper and pencils at public workstations; Operates library equipment such as photocopiers; Checks staff email using library email program; Procures change from the business office for the cash register; Delivers packages to staff and administrative offices; Escorts guests upstairs; Arranges stools and chairs for proper distribution; Provides direction to patrons on the use of library equipment (copy machines); Dusts and washes library furniture and/or books, checking for damage; Makes minor repairs to library materials.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of organization of library materials; Working knowledge of operation of basic library equipment; Ability to understand and carry out simple oral and written directions; Ability to get along with patrons, volunteers and fellow staff; Ability to place things in alphabetical and Dewey Decimal order; Ability to perform close detail work; Ability to follow a prescribed routine; Ability to work in a dusty environment; Ability to perform simple e-mail functions; Ability to perform basic searching functions on the public access catalog; Accuracy in organizing materials; Physical condition commensurate with the demands of the position. This includes lifting objects such as books and supplies up to 20 lbs, and pushing heavy carts of books.