



**CITY OF VALPARAISO, FLORIDA
VALPARAISO COMMUNITY LIBRARY**

POSITION DESCRIPTION

Library Clerk I (Technical Services Associate)

PRINCIPAL PURPOSE OF JOB: The employee in this position performs a variety of clerical and technical duties. Assignments typically involve preparing, introducing and maintaining material for general circulation. The employee performs routine and repetitive duties independently with only general supervision and according to standard library practices and procedures.

DUTIES AND RESPONSIBILITIES

1. Greets and assists patrons with circulation transactions which include, but not limited to: checkins, checkouts, placing holds, answering incoming calls, registering/modifying patron information, etc.
2. Investigates, computes, and collects overdue fines. Other duties include, but not limited to: researching telephone queries, collecting money from book sales, and other duties as necessary.
3. Provides courteous service for patrons and coworkers in a professional manner.
4. Responsible for maintaining the library's overall appearance including shelving and straightening of books and other materials.
5. Respects the library's confidentiality laws and maintains the integrity of all library policies and procedures.
6. Assists in the effective, efficient, and courteous operation of the library with or without supervision.
7. Performs technical processing services necessary to receive, prepare, and introduce materials for circulation in a timely manner.
8. Assists patrons in use of reference materials, card catalog searches, and audio-visual equipment.
9. Assists patrons in use of electronic equipment such as computers, printers, copiers, faxes, multi-media devices, etc.
10. Discards damaged or weeded library materials according to American Library Association standards.
11. Organizes current periodicals and any related library materials while also discarding older issues.
12. Evaluates programs, retains relevant records, and creates accurate reports of library activities.

13. Opens and closes library according to the designated hours of operation with or without supervision.
14. Responsible for maintaining library's online calendar or social media, if employee is qualified.
15. Correctly processes books, audio books, CDs, DVDs, videogames, and other various materials in the procedure indicated below:
 - Barcodes placed appropriately
 - Applies book jackets or covers
 - Creates and applies spine labels according to specified instructions
 - Applies any necessary ID stickers to discs, covers, spine labels, etc.
 - Stamps library materials to indicate library ownership and location
 - Properly repairs damaged materials as needed with proper methods and tools
16. Works efficiently, accurately, and neatly.
17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to learn general and library-related clerical methods and practices.
2. Ability to learn general rules and regulations of the library cooperative system.
3. Ability to perform library circulation rules and procedures using library automated system.
4. Ability to communicate effectively both orally and in writing.
5. Ability to compute simple mathematic equations for book sales, printing costs, and faxing fees.
6. Ability to maintain composure in stressful work situations.
7. Knowledge of general computer and keyboarding skills is required.
8. Ability to deal tactfully and courteously with coworkers and patrons.
9. Physical agility and strength, with or without accommodation, to sit for long periods of time; to work in tight spaces; use of various computer equipment; to bend, reach with hands and arms, lift and carry (25-75 lbs.) a wide variety of library materials.
10. Some college preferred, and/or minimum of High School Diploma or GED equivalency required. Some experience in general clerical work includes typing, filing, word processing or any equivalent combination of experience and/or training that provide the required knowledge, skills, and abilities as approved by the Director.