

Southwest La Plata Library District
Library Clerk Substitute
Job Description

Under the direction of the Southwest La Plata Library Director, the Library Clerk Substitute will be responsible for the following:

I. Patron Assistance

The Library Clerk Substitute, in the absence of the Branch Manager, will provide assistance to library patrons in finding and selecting library materials, will assist patrons in the use of library equipment, will provide proactive, friendly service to customers, and will provide a safe and welcoming environment for library patrons, including maintaining an orderly appearance of the library.

II. Library Materials

The Library Clerk Substitute, in the absence of the Branch Manager, will perform circulation activities including checking in and out materials.

III. Other Duties

The Library Clerk Substitute will perform related duties as required by the Library Director or the Branch Manager.

EDUCATION AND EXPERIENCE

A high school diploma or equivalent is required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Current public service principles, practices and methods

Ability to:

- Operate a variety of library and office equipment, including computers, in a safe and effective manner.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Make sound decisions.
- Interact in a positive manner with staff and the public.

Physical Activities:

Note: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift, push and move office supplies weighing up to 20 pounds;
- Ability to bend, stoop, stretch, reach, carry, grasp and turn objects;
- Ability to stand, sit, and walk for up to 60 minutes at a time;
- Frequent use of phone handset and repetitive use of hands and fingers to operate office equipment, use computer keyboard, computer mouse, and to perform other office tasks;
- Acceptable eyesight to read printed material, a computer monitor, and to operate office equipment;
- Acceptable hearing to communicate with others in person or through telephonic means;
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors;
- Ability to withstand extensive VDT exposure.