

City of Mission Job Description

Job Title: **Library Clerk**

Classification: **Non - Exempt**

Department: Library



Division

Supervisor: Day or evening/Weekend
Supervising Librarian or Designee

Effective: 11/2/06

I. JOB SUMMARY

The library employees both FT (40hrs/week) and PT (30hrs/week) clerks. These individuals work in different library areas and are expected to have a basic knowledge of the tasks and procedures performed in these areas. Individuals may have day and/or evening/weekend shifts. Individual may serve as lead clerks or team leaders in their assigned areas. The individual is responsible for assisting patrons of the City's Library in accessing and obtaining information and library materials. Position requires daily contact with the public. Individual in position must have a sincere desire to help patrons meet their needs. The individual may be required to work on a shift, early mornings, evenings and weekends. Performs other duties as delegated or assigned by Supervisor or Designee.

II. EDUCATION REQUIREMENTS

- High school graduate/GED or equivalent in experience is required.
- Some experience/expertise in library functions and activities is expected and preferred.
- Bilingual preferred, but not required.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate, or failure to disclose information will result in the applicant being removed from consideration.
- Applicant must take and pass drug, physical, and pre-placement screenings administered by a City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license issued by the Texas Department of Public Safety, or obtain one within the first three (3) months of employment.

IV. SKILL AND ABILITY REQUIREMENTS

- Basic typing, filing and knowledge of office procedures.
- General and some specialized knowledge of library procedures.
- Perform job with special attention to good public relations, safety, courtesy and professionalism.
- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to communicate effectively in English both orally and in writing.
- Ability to communicate effectively in Spanish a plus.



V. ESSENTIAL JOB FUNCTIONS

- Assists patrons of the City's Library in accessing and obtaining information and library materials.
- Follows all library rules, policies and procedures.
- Inputs/checks/verifies/ and creates bibliographic information.
- Repairs and processes library materials.
- Shelves books and materials on a daily basis.
- Sets up and operates library equipment, computers, and media/software.
- Answers patron telephone calls and provides verbal assistance in reference to library materials.
- Boxes and sorts donations from patrons.
- Assists patrons unload material donated to the library from their vehicles.
- Assists in maintaining discipline in the library and on library grounds.
- Records statistics and prepares reports.
- Has a sincere desire to help patrons meet their needs.
- Basic typing, filing and knowledge of office procedures.
- Checks books in and out of the library.
- Pickup trash in and outside of the library.
- Clean library shelves, desks, restrooms, windows, walls, floors, and work areas.
- Vacuums carpet throughout the library.
- Washes windows, and clean entrances to the doors.
- Mops floors.
- Picks up books left throughout the Library.
- Dusts shelving and offices throughout the Library.
- Dusts behind, around and under computers and monitors.
- Sets up community room, moves furniture and files.
- Shifts books and other library material as required.
- Performs other duties as delegated or assigned by Supervisor or Designee

VI. NON-ESSENTIAL JOB FUNCTIONS

- Replace burned out fluorescent lights.

VII. EQUIPMENT/MATERIALS

- Computers, Typewriter, Software Programs, Telephone
- CDDVD ROM, Internet, On-line reference tools
- Library reference and circulating material collections



VIII. WORK ENVIRONMENT

Exposures to the following environmental conditions are required for this job. The majority of time the individual works indoors in a well-lighted, air-conditioned environment. Job hazards are low and include normal hazards associated with working in an office environment as well as specific hazards involved with installation, maintenance, and use of library materials, stacks, electrical (ex.:computer networks, audio/video players, 16mm projector) and mechanical (example: book trucks) equipment.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

IX. MANUAL DEXTERITY

Employee will utilize both fine and gross hand movements 80%-100% of the workday. Fine manual dexterity utilized while typing, writing and filing. Gross hand movements are utilized to answer the telephone, use pencils and pens to write, grip boxes, sacks, equipment and books requiring moderate to heavy force exertion.



X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	80% of the work day is lifting a book or a stack of books.
	6-10 lbs	F	40% of the work day is lifting a stack of books.
	11-20 lbs	O	20% of the work day is lifting boxes of books and materials donated to the library.
	21-25 lbs	O	15 % of the work day is lifting boxes of material or audiovisual equipment.
	26-50 lbs	O	10% of the work day is lifting boxes of books and materials.
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	CARRYING	Up to 5 lbs	C
6-10 lbs		F	40% of the work day is shelving books.
11-20 lbs		O	20% of the work day is carrying a stack of books while shelving.
21-25 lbs		O	15% of the work day is carrying a stack of books while shelving.
26-50 lbs		O	10% of the work day is carrying a stack of books while shelving.
51-75 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
76-100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
Over 100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
PUSH/PULLING			Push/pulling of weight ranges listed below occurs over carpeted floors a distance of up to 50' requiring employee to utilize moderate to heavy force exertion.
	Up to 5 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	6-10 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	11-20 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	21-25 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	26-50 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	25-30% of the work day. Employee will engage in this activity to shelve books on higher shelves.
BALANCING		
STOOPING (bending at waist)	F	Up to 50% of the work day employee will shelve books.
KNEELING (one or both knees)	O	Up to 40% of the work day employee will shelve books, donations, and magazines.
CROUCHING (bending at hips/knees)	F	Up to 50% of the work day employee will shelve and look for books requested by patrons.
CRAWLING	O	5%-10% of the work day employee will be pulling cable and cleaning bathrooms.
REACHING	C	80%-100% of the work day employee will shelve books at below waist level and above shoulder and head level.
TWISTING/TURNING (rotation)	C	80%-100% of the work day employee will turn up to 180 degrees during shelving of materials and while checking out books.
HANDLING (manipulated objects)	F	80%-100% employee will be checking out library materials, operating AV equipment
FINGERING (finger dexterity)	C	80% - 100% employee will be manipulating library material and using business machines.
STANDING	F	80%-100% employee will be checking out library material, shelving, and returning material.
WALKING	F	70%-80% employee will be shelving books, working at counters, and helping patrons.
GRASPING (whole hand activities)	F	100% employee will be checking out library material, shelving, and attending patrons.
TALKING (ordinary talking)	C	100% of the work day employee will be talking on the telephone answering questions from the public and talking to patrons.
HEARING (conversation with others)	C	80%-100% of the work day will be hearing while working with staff and patrons.
SEEING-FOCUSING (within 20 inches)	C	80%-100% of the work day employee will be seeing general library material.
SEEING-FOCUSING (over 20 feet)	C	80%-100% of the work day employee will be observing patrons within the library to monitor proper service and management of the facility.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



LIFTING, CARRYING, PUSHING, AND PULLING NOTICE

Everyone should be familiar with proper lifting, carrying, pushing, and pulling techniques. If you are not, have your supervisor explain these to you. We also have videos that show how to safely lift, carry, and push or pull items.

Because of the type of material we deal with in the library environment (which includes boxes of books, magazines, etc.) there may be times when you are asked or feel you are required to lift, carry, push or pull an item of a weight in excess of 50 lbs.

What do you do to protect yourself from lifting, carrying, or pushing/pulling more than you can safely handle?

Identify the Risk

Know your own limitations, be able to recognize items, which are beyond your capacity to lift, carry, push or pull safely.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS

Communicate the Risk

Tell your supervisor if you ever feel that you need help in lifting, carrying, pushing, or pulling an item.

DO NOT LIFT, CARRY, PUSH, or PULL THE ITEM WITHOUT ADEQUATE HELP

If something must be Moved, Lifted, Carried, Pushed, or Pulled

It is our policy that you will NOT be asked to lift, carry, push, or pull items which appear to be beyond your capacity to lift safely. If you are asked to do so, then:

- Tell the individual asking you to do so that you need help in lifting, carrying, pushing, or pulling the item.
- Get adequate help.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS WITHOUT ADEQUATE HELP

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I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date