

**Wall Lake Public Library  
Library Clerk Job Description**

**Job Summary (Library Clerk) General Description**

Processes and maintains library collections and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources - assists with processing new materials, getting them ready for circulation. Assists with programming as needed.

**Reporting Relationships**

Reports to: Library Director

Supervises: Volunteers and community services persons as assigned by Library Director.

**Characteristic Duties:**

1. Assists patrons with research in all library formats including computer (internet) sources.
2. Assists patrons in using electronic and print databases and the online catalog.
3. Processes new materials, getting them ready for circulation
4. Processes and maintains collections of books, serial publications, documents, and other materials.
5. Operate computerized interlibrary loan system.
6. Operate copy machine, fax, and other office equipment.
7. Maintain a clean, efficient and orderly library and work environment.
8. Assists patrons with reader's advisory.
9. Assembles and arranges displays of books and other library materials.
10. Attends continuing education courses as required by Library Director or Library Board.
11. Performs other duties as assigned.

**Minimum Qualifications:**

1. Ability to work all hours of library operation, including evenings and weekends.
2. Ability to effectively communicate orally and in writing.
3. Ability to perform quality customer service for library patrons of all ages.
4. Experience with computer systems (word processing, database, spreadsheets, Internet, Library website and social media)
5. Ability to use a copy machine, office computers, scanners, and other office equipment.

**Preferred Qualifications:**

1. Experience working in a library setting (1 year preferred).
2. Familiarity with books and other library resources.

**Physical and Environmental Characteristics:**

1. Regular physical activity including bending, reaching, and prolonged periods of sitting and standing.
2. Regular lifting and carrying of objects weighing up to 25-30 pounds.
3. Pushing or pulling up to 25-30 pounds.
4. Specific vision abilities required by this job include close vision and distance vision.
5. Must possess a valid Iowa driver's license, have the ability to drive independently, and provide own transportation.

**Work Environment:**

While performing the duties of this job, the employee may be occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. The employee will be required to operate typical business office equipment, including computer hardware.

Driving may be required to assigned work sites and meetings. Employee must possess a valid Iowa driver's license, have the ability to drive independently, and provide own transportation.

**Accommodations:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**Education, Experience, and Training:**

**REQUIRED:** High School Diploma or GED

**REQUIRED:** Completion of the Endorsement Program as administered by the State Library of Iowa.

**Disclaimer:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

**Job Type:** Part-time

**Pay:**

*Reviewed: 2014; Reviewed April 12, 2016; Reviewed February 2018; Reviewed February 2019; Reviewed March 2020; Reviewed March 2021; Revised January 2022: Reviewed March 2023; Revised June 2023*