

## **SUBSTITUTE CLERK**

### **POSITION TYPE**

Part-Time as needed

Schedule will include hours during mornings, afternoons, evenings and weekends depending on the library needs.

### **JOB DESCRIPTION**

#### **PURPOSE OF JOB:**

Responsible for ensuring appropriate and efficient distribution of library materials. This includes check-in, shelving, merchandising, etc.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Receives and shelves materials with accuracy and timeliness.
2. Processes and sorts returned materials accurately and efficiently.
3. Processes reserved items for both incoming and outgoing delivery. Assists in the shelving/retrieval of items for patrons.
4. Maintains shelves throughout location, including shelf reading, shifting material to ensure appropriate distribution of materials, merchandising items, and straightening items on shelves.
5. Prepares location for opening and closing by straightening furniture and shelves, reshelving loose materials, restocking displays, and picking up debris.
6. Provides patron service by assisting patrons with Public Access Catalog (PAC), copiers, printers, etc. and locating or retrieving materials for patrons.
7. Assists, with supervision, in maintaining collection for circulation by processing various reports which involve searching for and locating Library materials.
8. Utilizes computer applications and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes Intranet, email, and voicemail to maintain open channels of communication.
9. Performs other duties as assigned including serving on task forces, committees, etc.

#### **INTERACTION:**

Library staff and patrons.

#### **MINIMUM QUALIFICATIONS:**

1. High school diploma or GED.
2. Ability to pass alphabetic and numeric sorting and filing test.
3. Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.
4. Acts with the patron in mind using information gained from interacting with the patrons. Meets the expectations and requirements of external and internal patrons.
5. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
6. Ability to work accurately with attention to detail.
7. Ability to retain and follow circulation department policies and procedures.
8. Proficient in the use of the Integrated Library System (ILS)
9. Ability to meet circulation department standards for shelving and sorting

#### **HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

1. Works hard and is energized by challenges. Seizes opportunities and acts upon them.
2. Proficient in the knowledge and skills required to perform the job at a high level of performance.
3. Manages time effectively and efficiently. Focuses time and effort on priorities and across a range of activities.
4. Acts with the patron in mind using information gained from interacting with the patrons. Meets the expectations and requirements of external and internal patrons.

5. Gains technical skills quickly. Well capable of learning new organization, product or technical knowledge.

**COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:**

The following is the common technology used in this position and is not all inclusive.

SirsiDynix Workflows and Enterprise, Microsoft Word, Microsoft Excel, Intranet, Electronic Resources, Internet ([www.idarupp.org](http://www.idarupp.org)), or other Misc. IRPL Related Software Applications.

**SUPERVISORY/MANAGEMENT RESPONSIBILITY:**

Not applicable.

**TRAVEL REQUIREMENTS:**

Frequency of travel: Periodic.

**SPECIAL REQUIREMENTS:**

Location will determine work schedule; will be required to work evenings or weekends. Successful completion of background check before commencement of employment.

**PHYSICAL DEMANDS:**

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Periodic to occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting, continual standing, reaching, bending, and walking).

**WORK ENVIRONMENT:**

Majority of the work performed in a general office/library environment. May require availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

**DISCLAIMER:**The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.