



MONROE COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB POSTING INFORMATION

Applications Accepted February 3 through 5p.m. February 10, 2010

JOB TITLE: Clerk – Materials Support CS

FLSA STATUS/BENEFIT LEVEL:

Regular, Non-Exempt, Part-Time

DEPARTMENT: Collection Services

RATE OF PAY: \$10.42

JOB CLASSIFICATION: C

REPORTS TO: Collections Manager

HOURS PER WEEK: 20

SCHEDULE: Day shifts; 8:00am through 12:00pm M – F. Occasional evenings and weekends required.

CERTIFICATION(s): NONE

MCPL schedules may be adjusted in response to changing operational needs.

Area(s) of concentration or expertise may include: General Adult Teen
Children's Print Non-Print Electronic media Professional/Education

Other:

JOB DESCRIPTION AND SPECIFICATIONS

General Summary

Processes, shelves and weeds all periodicals according to established retention cycles. Sorts incoming mail. Provides periodical-related support to internal departments. Reports, resolves and/or files claims with vendors regarding delivery discrepancies.

Essential Functions and Responsibilities

1. Maintains flow and availability of periodicals. Sorts and separates periodicals from incoming mail; verifies ordered materials have been received, laminates materials (as appropriate), date-stamps and applies labels.(E)
2. Delivers and shelves newspapers and magazines to specified locations. Removes outdated newspapers and other periodicals following established retention cycle.(E)
3. Distributes various periodicals to appropriate departments. Updates staff on availability and status of ordered periodicals. Provides input for the library's annual periodical selection review.(E)
4. Tracks and documents missing materials. Notifies subscription agencies/vendors and works to resolve problems; refers complex issues to department manager.(E)
5. Generates accurate records of periodical activity via library's computerized database system. Notes repairs or removal of damaged materials, keeps consumer/business binders

updated (annually). Identifies non-circulating materials suitable for donation to the Friends Book Store.(E)

6. May provide occasional or regular clerical support to other library departments.
7. Participates in departmental and library-provided training and educational programs.
8. Attends and contributes to departmental/unit meetings; takes part in special projects and committees as assigned.
9. Performs other library functions as assigned to position to ensure effective and smooth continuity of library operations.

(E) = Essential Job Function. Meets one or more of following criteria:

- 1). Core purpose of position; removing function would fundamentally change this position.
- 2). Limited number of employees available to perform function.
- 3). Expertise (knowledge, experience, education, credentials, etc.) required to perform this duty.

Knowledge, Skills and Abilities

- Strong computer aptitude
- Good interpersonal skills for interacting with other employees and outside contacts.
- Good listening and communication skills.
- Ability to deal with regular interruptions and multiple tasks.
- Ability to concentrate and pay close attention to detail.
- Ability to learn and work with various office equipment.

Education and Experience

- High school diploma or equivalent required.
- Library experience preferred.

Working Conditions

- Normal library working conditions.
- Occasional exposure to fluctuations in interior conditions such as noise, temperatures.
- Regular lifting or carrying of light to moderately heavy materials.
- Pushes partial and fully loaded book carts.
- Must be able to shelve at floor level and shelves above six feet.

Supervision Received

Occasional direct supervision. Works independently. Most duties are related, and work is performed following standard instructions and procedures. Questions and unusual problems, often with suggestions for correction, are referred to supervisor.

Supervision Exercised

None.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.