



Anderson County Library  
300 N. McDuffie St, Anderson, South Carolina 29621  
(864) 260-4500

## **JOB DESCRIPTION**

### **JOB TITLE: Library Clerk - Extension**

*Pay Grade:*

*FLSA: Non-exempt*

#### **GENERAL DESCRIPTION**

Assists the Collection Development/Extension Librarian with projects involving the collection and the functioning of the Extension department, which includes the Branches and the mobile library.

#### **SUPERVISION RECEIVED**

Works under the supervision of the Collection Development/Extension Librarian.

#### **SUPERVISION EXERCISED**

None

#### **EXAMPLES OF WORK PERFORMED**

*(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)*

- Performs system-wide maintenance of books by changing their status and/or locations, tracking usage and investigating holdings.
- Under the supervision of the Collection Development/Extension Librarian, makes decisions about changing status and/or location of books.
- Cross trains to provide backup for other positions as required. May fill in other positions within the department or the library system (bookmobile, courier, Main library, and/or traveling to and working at a Branch library).

- In absence of other employees in the department, sorts and delivers mail and collects and sorts materials from circulation to be returned to the branches and Consortium Libraries.
- Ability to be flexible with workload, tasks, and hours.
- Assists with the physical maintenance of books by shelving, boxing, transporting by booktruck and hand truck, loading and moving bins of books.
- Sorts and organizes donations sent in from the branches and routes them to the appropriate location.
- Organizes general office work by:
  - Creating and maintaining files.
  - Creating and maintaining Excel spreadsheets.
  - Creating documents and fliers.
- Undertakes special projects and/or reports on behalf of the Collection Development/Extension Librarian.
- Assists Collection Development/Extension Librarian by regularly visiting branch libraries and completing Branch Maintenance Checklist.
- Maintains confidential patron records and preserves confidentiality of said records.
- Assists in changes of daily work schedule due to unexpected absences or issues.
- Answers the phones in the department in the absence of others and promptly relays information and messages.
- Performs circulation functions including:
  - Issuing new library cards and processes registration forms. Prepares library cards for mailing, as needed.
  - Charging, discharging, routing, changing status, and placing requests against materials at the circulation desk.
  - Placing requests for materials and pulling requested materials.
  - Searching for overdue materials.
- Assists patrons by:
  - Answering directional and procedural inquiries.
  - Advising patrons concerning the library and its services, resources and policies.
  - Giving instruction in the use of the on-line catalog and location of materials.
  - Instructing in the operation of equipment.

- Answering reference and other information requests.
- Answering incoming calls; providing guidance and assistance, routing calls to appropriate personnel or department; taking messages.
- Maintains office equipment by providing paper for copiers and printers as needed and emptying shredder.
- May be required to work nights and weekends.
- Performs other related duties as required.

## **REQUIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) High School Diploma; and
- (B) One (1) year of customer service or library work experience, preferred.

### Necessary Knowledge, Skills and Abilities:

- (A) Excellent computer skills, including keyboarding, internet experience and Microsoft Word and Excel; ability to perform detailed and precise work.
- (B) Ability to adhere to library policies and procedures; ability to set priorities and manage workloads.
- (C) Ability to establish and maintain effective working relationships with the general public and all library employees; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (D) Ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.
- (E) Ability to learn Dewey Decimal system, automated circulation system and library circulation policies and procedures; ability to count change and handle money.
- (F) Must possess a valid driver's license or the ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Desktop computer, including typing and spreadsheet programs and Integrated Library Software, cash register, copier, printer, general office tools and desensitizing and sensitizing equipment.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit or stand for long periods of time; talk or hear; use hands to finger, handle, or feel objects, tools or controls; bend; push; pull; lift; and reach with hands and arms. The employee is occasionally required to travel to other areas within the library and Anderson County.

The employee must lift and/or move up to 40 pounds and maneuver a fully loaded booktruck and/or handtruck.

Specific vision abilities required by this job include close and long range vision and the ability to adjust focus.

**This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.**