



JOB TITLE		DEPARTMENT	JOB LEVEL
Summer Branch Services Clerk		Branch Library Services	3
CLASSIFICATION	REPORTS TO	SUPERVISES	
Temporary, Part-Time Non-Exempt	Director of Branch Library Services	n/a	

### POSITION SUMMARY

Under general direction of the Director of Branch Library Services, interacts with customers to facilitate library card registration, check-out/check-in of materials, and other materials circulation routines.

### ESSENTIAL RESPONSIBILITIES

- Performs all circulation routines, both manual and automated.
- Performs bibliographic inquiries using library automation.
- Processes material reserves and library card registrations.
- Assists customers with a variety of equipment and services including DVD dispenser, copier, and other equipment.
- Assists customers with getting reference assistance including communicating with the Main Library when needed.
- Attends and participates in departmental and other staff meetings, as required.
- Assists with the shelving of library materials.
- May assist staff and volunteers with programs.
- Other library related duties as assigned.

### KNOWLEDGE / SKILLS / ABILITIES

- Excellent verbal and written communication skills.
- Ability to take direction from and work with various levels of staff.
- Ability to function effectively as part of a team.
- Pleasant and courteous manner in dealing with the staff and public.
- Must have strong public service focus.
- Must be tactful, respect confidentiality and address situations with sensitivity and consideration of others.
- Must value diversity, appreciating and leveraging the capabilities, insights, and ideas of all individuals.
- Must be accurate, efficient, and detail-oriented.
- Ability to perform basic computer functions.
- Ability to sort materials in alphabetical and numerical order.
- Adapts well to changes in existing practices, library routines, and workflows.
- Ability to prioritize, multi-task, and manage time efficiently and effectively.
- Must be dependable and punctual.

## **EDUCATION/EXPERIENCE QUALIFICATIONS**

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- High school diploma or equivalent.
- Previous customer service experience preferred.
- Experience working with children a plus.
- Bilingual Spanish/English language skills a plus.

## **TOOLS/EQUIPMENT**

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Use of the following equipment: book cart, calculator, computer and laptop with mouse, iPad, photocopiers, printer, public access catalog terminal, telephone, mobile phone, radio, and Integrated Library System.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

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- Must be able to communicate, comprehend, and respond to others, both in person and in telephone conversations.
- Must have the ability to read computer screens, computer keyboards, and labels.
- Must be able to operate computer and keyboard, laptop, and associated equipment.
- Must be able to lift and carry bags or boxes of books weighing up to 40 pounds.
- Must be able to push a cart of books weighing greater than 100 pounds.
- Must be able to position oneself to reach lower shelves near the ground and shelves as high as 60 inches.
- Must be able to speak distinctly to large groups of people.
- Must be able to move or carry chairs, tables, and other small pieces of furniture.
- Must be able to walk distances of more than 300 feet inside and outside the building.
- Must be able to work outside to assist with programs when necessary.
- Must be able to remain in a stationary position for extended periods of time.
- Must be able to work a variable schedule, which may include day, evening, and weekend hours and meet general attendance requirements.

\* The scope of the job may change as necessitated by the library's operational demands