

Class Code: E10  
City of Anaheim  
Class Specification

CLASSIFICATION:  
SENIOR LIBRARY CLERK

DEFINITION:

Under moderate supervision, to perform responsible and varied library clerical work in support of circulation services at either the main library or branches.

EXAMPLES OF DUTIES - Depending upon area of assignment, responsibilities and duties may include, but are not limited to, the following:

Interacts with and serves the needs of patrons, providing directional information, rendering circulation services, receiving complaints related to circulation and using discretion in determining appropriate action to remedy complaints related to circulation.

Registers patrons for library cards, including verifying addresses, completing forms, entering information into a computer terminal and/or CRT and explaining library procedures.

Prepares circulation desk for opening each day by processing books returned over night, logs in newspapers, locates books for "send list" and puts out books for morning run.

Collects overdue and damaged book fines using a cash register.

Maintains the condition of the book shelves by assigning shelving to the Library Pages and monitoring the accuracy and neatness of the shelving activities.

Accepts gift books and materials from the public.

Posts materials to bulletin boards and maintains current condition.

Stores, inventories and requisitions office supplies.

Receives patron requests to reserve materials, checks collection for availability of titles and places materials on reserve.

Types file cards, memos, envelopes, forms, general correspondence and reports.

Operates a computer terminal, entering reserves, checking books in and out and searching for information.

Prepares books for shelving on book truck.

Prepares periodic reports, such as monthly statistical summary and circulation desk report.

Answers questions that do not require searching for and abstracting technical data.

Prepares daily cash count for deposit

Ensures video collection is maintained in an accurate and neat manner.

Develops and types procedures related to Circulation activities.

Types various correspondence and reports.

Takes charge of operating the circulation section of the library, as assigned.

Trains, assigns and monitors the work of circulation section staff.

Prepares work schedules for part-time employees.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing journey-level library clerical work.

Knowledge of: The use of the English language; basic math; simple record keeping methods; basic library procedures; basic principles of supervision and training.

Ability to: Schedule, assign and monitor the work of a small clerical and/or part-time staff; understand pertinent procedures and functions quickly and apply them without immediate supervision; maintain accurate records and files; deal diplomatically with patrons; speak clearly and distinctly; effectively train assigned employees; operate a typewriter keyboard with accuracy; operate a computer terminal; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Positions in this class are assigned a varied weekly schedule which normally requires working evening hours and Saturdays.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Supervision Exercised: Positions in this class may train, assign, check, guide, correct and schedule the work of subordinates. Incumbents do not evaluate or discipline employees. Incumbents may recommend disciplinary action.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Library Circulation Specialist or related classes.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical  
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