

LIBRARY CLERK: SUPPORT SERVICES DEPARTMENT

POSITION: LIBRARY CLERK, SUPPORT SERVICES - CATALOGING

CLASSIFICATION: NUGR 07 - \$19.25 per hour, non-benefited & IPERS enrollment

HOURS: Non-exempt, Part-time, up to 20 hours weekly

SCHEDULE: Monday – Friday, 4 hours each day. Some flexibility in start time. Work is on site.

REPORTS TO: Support Services Manager

To apply, email your cover letter, resume and application to mcarp@councilbluffslibrary.org or mail/deliver to Council Bluffs Public Library, Attn: Mary Carpenter, 400 Willow Ave., Council Bluffs, IA 51503

Open until filled. Application review beginning July 7, 2024.

Council Bluffs Public Library is an Equal Opportunity Employer.

NATURE OF WORK:

The Library Clerk performs clerical level work under the specific supervision of a library manager, librarian or library assistant. The library clerk is concerned with the routine operations of the department in which the clerk works. The library clerk performs routine library and clerical tasks which are common to all departments of the library. Advanced clerks may perform more specialized library tasks.

DUTIES AND RESPONSIBILITIES:

- Receives and verifies items shipped to the library.
- Processes items in preparation for cataloging.
- Minor repairs of damaged items.
- Performs work within established guidelines and refers department problems and concerns to a manager.
- Assists in collection maintenance by shelving, weeding and inventorying.
- Performs other related duties as assigned.

ABILITIES AND KNOWLEDGE REQUIRED:

Experience/Education: High School diploma or equivalent (GED).

- Ability to perform routine tasks on a daily basis.
- Ability to read, understand, and follow oral and written instructions and make decisions within established guidelines.
- Ability to form effective working relationships with staff and general public.
- Ability to work in a pleasant and effective manner with customers, co-workers, other agencies and departments.
- Ability to be creative, flexible and to prioritize tasks.

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 essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel or crawl.

The employee must occasionally lift and/or move objects of 40 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Selected candidates must be able to provide proper documentation for work in Iowa and may be subject to a background check.

Incomplete applications will not be considered.