

CLERK AND GRAPHIC ARTS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of clerical, graphic arts and word processing work performed in a public library. It involves checking materials in and out; assisting patrons; creating original and computer-generated art for displays; developing and conducting crafts programs for children of varied ages and using computer software to prepare and/or format schedules, flyers, banners, etc. The work is performed under the supervision of one or more Librarians II. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works at the Circulation Desk checking materials such as books, videotapes, periodicals, etc. in and out; assessing and collecting fines, etc.;

Answers calls and in-person questions regarding circulation procedures and provides directional information to patrons;

Handles requests to reserve the community rooms (e.g., collects fees, prepares regulation sheets, explains regulations, etc.);

Processes new books (e.g. stamps library name on appropriate pages, affixes bar code sticker, etc.);

Prepares and/or formats newsletters, schedules, programs, flyers, etc. using word processing software;

Creates wall-size displays, banners, signs, etc., manually and/or with the aid of software;

Develops and conducts crafts programs for children of varied ages (kindergarten through junior high school);

Orders posters, supplies, etc. for library displays, crafts, etc.;

Repairs books.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of drawing and design; ability to understand and carry out simple oral and written instructions; ability to communicate orally; ability to file alphabetically and numerically; ability to add and subtract; ability to deal effectively with the public; ability to create original artwork*; ability to get along with, understand and instruct children in how to make crafts*; ability to operate computers and use word processing and desktop publishing software and equipment*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of office clerical experience, and one (1) year of experience creating original artwork and using word processing and desktop publishing software to produce programs, newsletters, flyers, banners and/or displays, etc.

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for high school on a year-for-year basis.
2. An Associate's degree or higher in Art Education, Fine Arts, Graphic Arts or a closely related field may be substituted for the one year of specialized experience.

*To be demonstrated during the probationary period.