

## **PRINCIPAL LIBRARY CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work performed under the supervision of technically trained librarians. The degree of difficulty varies depending on the size of the operation within which the position functions. Supervision may be exercised over a number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Covers the reference desk answering basic questions, directing students in appropriate use of library resources, screening callers and referring same to librarians as needed, taking messages, etc.;

Secures and sends books through the interlibrary loan system;

Requisitions and receives new books and other resource materials;

Sends overdue notices to delinquent patrons, computes and collects fines;

Computes all non-routine fines;

Makes assignments to and oversees the work of student aides;

Oversees the checking out of library materials by establishing procedures and ensuring the maintenance of same;

Supervises library exhibits by contacting exhibitors, writing press releases and maintaining a file of past and future exhibitors;

Maintains all resources for reserve section which involves contacting faculty members, ordering and filing college catalogs, renewing materials, etc.;

Prepares book orders and checks monthly statements from vendors;

Maintains a variety of records and files and makes reports;

Composes all necessary correspondence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office and library terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of office and library management and supervisory techniques; ability to work independently within the scope of general direction; ability to prepare correspondence, data, reports and other materials from general instructions; ability to understand and carry out complex oral and written instructions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience or supervision of clerical work, one of which must have been in a responsible or supervisory capacity and one of which must have been in library work.