



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 6, 2019

CLOSING DATE: FEBRUARY 21, 2019

**TITLE: HALF TIME LIBRARY CLERK-
BOOKMOBILE / OUTREACH**

GRADE: 109

DEPARTMENT: LIBRARY- MAIN

BARGAINING UNIT: AFSCME C/T

ENTRY RATE: \$10.59/hour, \$11,014/year

HOURS PER WEEK: 20

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:30 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Responsible for providing efficient, helpful, and customer-focused circulation and related collection-use services to Library patrons. Assists professionals and managers as assigned.

DUTIES AND RESPONSIBILITIES:

- Acts as an alternate Bookmobile driver and drives the Bookmobile on a semi-regular basis, in all weather conditions throughout the year.
- Attends outreach events as a representative of the Outreach Department, adheres to outreach standards. Provides information on library services in a friendly, positive manner to patrons of all ages and backgrounds.
- Will work at all library locations and may work at multiple locations through each week.
- Maintains circulation database, uses online catalog and other software programs to access information and helps patrons locate library materials.
- Works with different types of databases, browsers, ILS software, computers, printers, copiers, fax, microfiche readers, and other equipment and performs minor troubleshooting with equipment, as well as assists patrons with the use of equipment and software.
- Instructs patrons in using web interface, mouse, software, search engines and simple searches.
- Explains and performs circulation transactions both in person and over the telephone.
- Collects money, records transactions and makes deposits. Responsible for using a cash register.
- Explains library policy and procedures to patrons in person and on the telephone.
- Explains Internet services to patrons and enforces library Internet policies.
- Assists patrons in the use of library facilities.

- Provides a full range of patron services in obtaining requested material or information through computerized circulation system, interlibrary loan and searching bibliographies. May make recommendations of titles or subjects for selection to supervisor based on interactions with patrons.
- Handles patron complaints and minor disturbances; reports problems, verbally and in writing, promptly to supervisor. Performs duties with minimum supervision or with no supervisor on site. Contacts remote supervisor as needed.
- Maintains work desk and public areas; reports facilities maintenance problems to supervisor.
- Performs collection maintenance (mending, cleaning, weeding) and processing (labeling, jacketing) as assigned.
- Maintains inventory and orders supplies when needed. Clips materials for vertical file.
- Shelves books and maintains collection by straightening, shifting shelves, shelf reading and checks materials for repair or possible weeding.
- Sets up displays to promote library use and library materials.
- Assists with and promotes special projects and programming as assigned by supervisor.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent customer service skills with active listening skills and communication skills, both in person and over the telephone. Must be a cheerful, adaptable, and flexible team player. Working knowledge of current technology and ability learn new skills and equipment. Must be able to work in a fast paced environment with a diverse population. Ability to demonstrate innovative problem solving and embrace change. Continuous learner, excited about growth and opportunities in a constantly changing environment. Able to read computer screens and printed materials.

MINIMUM REQUIREMENTS/QUALIFICATIONS :

High school degree or equivalent required. Ability to type 30 words per minute. Ability to file accurately and quickly in both numeric and alphabetic order. Able to lift 50 pound boxes. Must be fluent in spoken and written English, additional language skills are a plus.

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing. written English, additional language skills are a plus.

Revised 8-9-18