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**City of Vidor**

**Job Description**

**Job Title:**

**Part-Time Library Clerk**

**REPORTS TO: LIBRARY DIRECTOR**

**LOCATION: VIDOR PUBLIC LIBRARY**

**Exempt Status - NO**

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SUMMARY: Assists in the daily operations of the Vidor Public Library

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs data entry duties for all library services
- Records identifying data and due date on cards to issue books to patrons
- Inspects returned books for damage, verifies due dates, and computes and receives overdue fines
- Coordinates children's activities during the summer months
- Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area
- Locates books and publications for patrons
- Issues borrower's identification card according to established procedures and files cards in catalog drawers according to system
- Repairs books and places plastic covers on new books
- Answers inquiries of nonprofessional nature on telephone and in person and refers persons requiring professional assistance to Librarian
- Types material cards or issues cards and duty schedules
- Prepares bulletin boards to coordinate with activities

#### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent required.

#### LANGUAGE SKILLS:

Ability to read, analyze, and interpret books, professional journals, book reviews, forms, reports, correspondence, computer screen, city/departmental policies, procedures, and statistics. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### MATHEMATICAL SKILLS:

Compiles and analyzes statistics and assists citizens using standard mathematical calculations.

#### REASONING ABILITY:

To effectively utilize City funds, deal with personnel matters; deal with happy/unhappy patrons/citizens; prioritize tasks, evaluate current policies/procedures and set goals and library priorities.

#### PHYSICAL DEMANDS:

The physical demands described here are representative to 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use computer, printer, typewriter, adding machine, fax machine, copier, telephone, paper cutter, manual hole-punch and shredder. Employee is required to sort cards and files and search card catalog. Employee must be able to read mail, computer screen, files and

paperwork. Employee must be able to communicate with citizens, staff, and Council over the telephone and in person and be able to transcribe recorded notes. The employee is occasionally required to climb or balance and must move boxes of files, cards, loaded carts of books/materials, all types of library materials, and assemble displays. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee works in a climate-controlled office environment. May be exposed to loud noises due to after school activities and/or dust.

#### MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:

Computer, printer, typewriter, adding machine, fax machine, copier, telephone, paper cutter, manual hole-punch, Word and spreadsheet applications.

#### INTERPERSONAL:

Excellent communication skills to work with and manage diverse personalities and work styles; promote conditions to forge a cohesive work unit; assist patrons; deal with complaints and problems in an appropriate manner from staff and patrons.

#### OTHER REQUIREMENTS:

Valid Texas Driver's license with acceptable driving record and reliable transportation. Experience with library automation systems and strong communication skills required.