



COUNTY OF YORK JOB DESCRIPTION
Senior Library Clerk
Technical Services
York County Libraries

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for assisting in the area of acquisitions and technical service, as well as, performing a variety of clerical activities. Work is performed under regular supervision of the Librarian Supervisor-Collection Development.

ESSENTIAL JOB FUNCTIONS

Serves as a lead worker, training others and serving as a resource in assigned area.

Responsible for minor cataloging duties including: adding holdings, updating records, deleting items.

Responsible for processing new library acquisitions including: spine labels, barcodes, genre labels, books jacket and dust covers.

Responsible for quality control of newly processed materials.

Responsible for receipt of daily mail

Receives periodical subscriptions, and maintains receipt in library ILS; corresponds with vendors about subscription issues.

Creates replacement art work for A/V materials and books as needed.

Assists in other functional areas such as cataloging, processing of library materials, the annual collection inventory, and weeding and replacing of library materials.

ADDITIONAL JOB FUNCTIONS

Performs clerical duties when necessary.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of standard office practices and procedures.

General knowledge of basic mathematics to include addition, subtraction, multiplication, and division.

General knowledge of business English, depending on the particular assignment.

General knowledge of procedures and practices common to a public library system.

Some knowledge of record keeping and reporting.

Some knowledge of personal computers, including some knowledge of word processing.

Some knowledge of supervisory principles and practices.

Effective oral communication skills.

Ability to evaluate work procedures and to exercise appropriate judgment in prioritizing workload.

Ability to understand and follow verbal and written instructions.

Ability to establish and maintain effective working relationships, and the ability to deal tactfully with the general public.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, and 2 years of library experience.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, calculators, etc. Must be able to lift up to 25 pounds occasionally, and to push and pull library carts frequently. There is frequent stooping and bending involved.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving and giving instructions or directions.

Language Ability: Requires the ability to read a variety of forms, correspondence, literature, etc. Requires the ability to prepare a variety of forms, charts, logs, schedules, etc., using prescribed formats.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Prepared by: _____

Date: _____

Approval: _____