

ALBANY PUBLIC LIBRARY
Full Time Provisional Position Available
Senior Library Clerk – Central Branches (Washington Ave & Henry Johnson Blvd.)
12-20-17

Candidates must meet the minimum qualifications to be considered for this provisional appointment.

General Statement of Duties:

Under the direction of the Head of Branch Services-Central, performs moderately complex library clerical operations requiring previous library training or knowledge of library techniques. The position involves substantial public contact, assisting patrons with both use of the library collection and general policies and procedures of the library. This class is distinguished from Library Clerk in that tasks performed are more complex, greater independence is exercised and supervision may be exercised over a small staff. A considerable amount of time operating an alphanumeric keyboard is typical. Supervision may be exercised over a small number of Library Clerks, Pages, student assistants and volunteers.

Classification: Senior Library Clerk

Job Description: Provides library policies and procedures information to the public at the circulation desk; Provides guidance to patrons on the use of the library collection; Searches for simple bibliographical data using standard sources, ILS, etc.; Reviews filing and other work of lower-level clerical employees; Maintains department work schedules; Assists in inventories; Compiles data for statistical reports; Performs registrations and circulation activities on computer terminal; Maintains acquisition and/or accession files and lists; Under the supervision of a Librarian, determines the suitability of and processes gift books and other donated library materials for addition to the collection; Maintains correspondence with and notifies requestors about the status of items ordered when received, backordered or cancelled; Operates an alphanumeric keyboard to produce correspondence, reports and library documentation; Enters and retrieves information in an automated information system; Inspects returned library material for damage; Verifies due date and computes and receives overdue fines; Issues borrowers identification card according to established procedures and explains lending rules; Supervises and assigns work to Library Clerks and Pages; Under supervision of Librarian, enters bibliographic data on computer terminal; Prepares library material for circulation; Performs related work as required.

Required Skills and Abilities: Good knowledge of office terminology, procedures and equipment as applied to library clerical work; Good knowledge of business arithmetic and English; Working knowledge of library services and practices; Ability to support appropriate computer software used in the library environment which includes internet browsers, office automation (word processing, spreadsheet, graphics, database) and multi-media software; Ability to understand and carry out oral and written instructions; Ability to deal in a personable and friendly manner with the public; Ability to plan and supervise the work of others; Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; Ability to perform close, detail work involving considerable visual effort and strain; Clerical aptitude; Tact and courtesy.

Minimum Qualifications: Graduation from high school or possession of an equivalency diploma and one (1) year of library clerical experience.

Work Schedule: Total of 37.50 hours per week with some evening and weekend shifts.

Supervisor: Head of Branch Services-Central

Salary: \$29,646.93 with a generous benefit package

Deadline: **January 6, 2018**

Apply to: Marjorie Reinhart, Human Resources Manager

161 Washington Avenue

Albany, NY 12210 – **send resume, cover letter and 3 professional references**

reinhartm@albanypubliclibrary.org

Albany Public Library is an AA/EO institution and is committed to increasing diversity within its organization.