

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing specialized clerical work in the circulation, reference, cataloging or administrative departments of a library. The incumbent performs clerical work requiring a high degree of skill, experience and independent judgment requiring an advanced knowledge of library clerical operations. Work is performed under the direct supervision of a Librarian with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over Senior Library Clerks, Library Clerks, Pages, student assistants and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and performs complicated clerical library functions including serial ordering and record maintenance and copy cataloging from Library of Congress copy;
Prepares clerical procedural manuals and clerical training programs;
Troubleshoots difficult clerical problems involving independent judgement;
Compiles statistical reports for budget, circulation, etc.;
Supervises the maintenance of serial records;
Maintains divisional/department records and files;
Handles procedural questions and directing other questions to proper person;
Locates library materials for patrons;
Performs clerical tasks using a variety of computer applications;
Provides reader's advisory services;
Processes purchase orders and replacement requests;
Totals monthly statistics from daily sheets and reports monthly to head of department;
May schedule and direct the staffing of the circulation desks;
May be responsible for the updating and maintenance of social media websites and library website;
Enters and retrieves information using a computer terminal;
Performs routine searches of and updates to computer records;
Supports and assists patrons in the use of public technologies;
Supervises subordinate clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS;

Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work;
Thorough knowledge of business arithmetic and English;
Good knowledge of library services and practices;
Working knowledge of various computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Working knowledge of handling and using library materials and equipment;
Ability to understand and carry out complex oral and written instructions;
Ability to assign, supervise and review 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:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one year of library clerical experience; OR
- B) Three years of library clerical experience; OR
- C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.