

**ROSEBUD COUNTY**  
**Job Description**

**CLASS TITLE:** Library Clerk

**ACCOUNTABLE TO:** Library Director

**PRIMARY OBJECTIVE OF POSITION:**

Under general direction, performs professional library services. Work varies requiring limited independent judgment with prescribed standards and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements include walking, climbing stairs, reaching, standing, bending, stooping, climbing ladders, and lifting up to 50 pounds (greater with assistance).
- Must possess a valid Montana Operator's License.
- Must pass a background check.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Works with the Director in carrying out library policies and procedures: may, by direction, serve as the Assistant Library Director.
- Assists in library programs and promotions and attends regular staff meetings.
- Performs front desk work, maintains public contacts, reference work, and other standard tasks such as shelving, filing and maintenance of library appearance.
- Promotes the services of the library to meet more effectively present and future community needs.
- Duties are performed in surroundings where undesirable physical conditions are minor and controllable.
- Performs all routine library functions including book and periodical shelving and performs other duties as needed.
- May prepare book lists and exhibits, process new books, DVD's CD's, and audiobooks.
- Cleans and repairs books, DVD's, CD's, and audiobooks.
- Maintains and prepares records and reports.
- Responsible for materials requiring minimal servicing and occasional accountability.
- Handles small amounts of funds.
- Position requires substantial and frequent contact with fellow employees and the public.

**MAY SERVE AND/OR PERFORM THE FOLLOWING DUTIES AS:**

- Interlibrary Loans
- Children's Librarian
- Teen Librarian
- Cataloging
- Collections
- Technology hardware and software maintenance and training
- Reference Librarian
- Adult and Senior Programming

**CLASS TITLE:** Library Clerk (continued)

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:**

Generally, none, however, may supervise some patrons (teens or children), or volunteers.

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

- Graduation from High School, or its equivalent supplemented by course work in Library Science or secretarial skills; PLUS.
- Two (2) years of work experience in similar or related work preferred.
- Technology experience required.
- Possession of a valid Montana Operator's license.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Assists to assure library is run in an effective and efficient manner.
- Maintains effective working relationships with fellow employees, the public, and other groups, including schools.
- Opens and closes the library.
- Assists in photocopy, fax, and other patron services.
- Performs other duties as appropriate and assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

Approved by Rosebud County Library Board 10/14/2020