TECHNICAL SERVICES AND PROGRAMMING CLERK

1. Title: Technical Services and Programming Clerk

2. Reports to: Assistant Director

3. Purpose and scope of the job:

    - Routine interlibrary loan activities, packaging and shipping, and office work in the public library
    - Programming (for assigned program areas)
    - Public relations activities in collaboration with Assistant Director (for assigned program areas)
    - All duties expected of a circulation / shelving / processing clerk as schedule and responsibilities require.
    - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
    - Is a City of Dyersville employee
    - Works with the library staff to provide the best possible service to the City of Dyersville

4. Specific Duties:

    - Interlibrary loan (primary)
    - Programming (for assigned program areas)
    - Circulation (primary, as assigned)
    - Shelving of materials in all areas of the library (primary, as assigned)
    - Shelf reading
    - Sorting mail, including checking in new materials, comparing them to packing slips, reconciling packing slips with invoices (primary, as assigned)
    - Assistance with programs, when requested
    - Answer telephone
    - Respond to simple informational (i.e., hours) and directional (where is the … section) requests
    - Simple reference
    - Related work as required

5. Knowledge, Abilities, and Skills:

    Required: Ability to follow written and oral instructions
    Ability to operate a computer
    Ability to work with the public
    Knowledge of the Dewey Decimal System
    Physical ability to bend and reach as required by shelving tasks

Preferred: Willingness to learn new skills
Some knowledge of routine library procedures
Knowledge of programming techniques

6. Education and Experience:

Required: High school diploma

Preferred: Experience with organizational systems
Experience in routine library work
Experience with computers

7. Part-time hourly position / average work week of 36 hours, including at least 10 hours per week during regular daytime business hours for interlibrary loan duties.

Revised 5/2011, revised 5/2012, revised 1/2013