



EMPLOYMENT OPPORTUNITY

POSITION:	Library Public Services Clerk I (Part-time)
DEPARTMENT:	Grand Rapids Area Library
WAGE RANGE:	\$17.67 per hour
CONTACT:	Lynn DeGrio, Director of Human Resources
APPLICATION DEADLINE:	Friday, April 15, 2022 at 4:30 p.m.

The City of Grand Rapids is seeking a part-time Library Public Services Clerk I to provide customer service at the Circulation desk, checking library materials, and maintaining records and files.

Minimum requirements:

- High School Diploma or GED
- Computer skills
- Excellent communications skills
- Experience in a customer service setting

Preferred:

- Customer service in a library along with basic knowledge of library practices, procedures and techniques, and regulations and policies pertaining to library services.

A city application is required to be considered for this position. The required application materials are available online at www.cityofgrandrapidsmn.com, by phone at 218-326-7600, by visiting the Grand Rapids City Hall Administration Office, 420 North Pokegama Avenue, Grand Rapids, MN 55744 or by visiting the Grand Rapids Area Library at 140 NE 2nd Street, Grand Rapids, MN 55744.

Completed employment application must arrive at Grand Rapids City Hall Administration Office, 420 North Pokegama Avenue, Grand Rapids, MN 55744 by Friday, April 15, 2022 at 4:30 p.m. RESUMES WILL NOT BE ACCEPTED.

Tentative timeline:

- Friday, April 15, 2022 no later than 4:30 PM – Applications Due
- Week of April 25-29, 2022 – Interviews
- Monday, May 9, 2022 – Request to City Council to appoint subject to Library Board approval, successful background investigation, drug test, and psychological exam
- Wednesday, May 11, 2022 – Request to Library Board for approval
- May 9, 2022 – June 1, 2022 – Background Check, Pre-employment Drug and Psychological Tests
- Wednesday, June 1, 2022 – Tentative Start Date

City of Grand Rapids Job Description

Job Title: Library Public Services Clerk – Circulation
Department: Library
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: January 26, 2015

Summary: Performs intermediate administrative support work providing customer service at the circulation desk of the library, circulating materials to customers, maintaining serials records and processing serials, processing acquisitions and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Library Director.

Essential Duties and Responsibilities include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Works at the public service desk with responsibility for all duties required at this desk when scheduled.
- Provides friendly and courteous service to library patrons in person and over the telephone.
- Maintains reserve shelf items.
- Checks out books and other library materials to library users.
- Checks in library materials.
- Assists library users in registering for computers and using equipment.
- Assists library users in the use of the Library's catalogs and in locating library materials and refers inquiries to other staff as appropriate
- Answers patron questions and solves problems regarding circulation of library materials.
- Requests, retrieves and routes materials requested by patrons and other libraries.
- Maintains accurate records of payments and other transactions regarding library fines, fees, and sales.
- Maintains periodical collection including:
 - Ordering and monitoring subscriptions,
 - Checking-in and processing magazines and newspapers,
 - Weeding and discarding items on a regular schedule.
- Creates order records and receives books from vendors, receive materials and supplies and processes invoices for payment.
- Processes materials at direction of Catalog Technician
- Assists with data entry and special projects using office and library software and internet resources.
- Sorts and distributes mail
- Participates in weeding, shelf reading, shelving and inventory activities as assigned.
- Maintains confidentiality of patron records and transactions.
- Assist in promoting Library using social media, print or electronic communication

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Knowledge

- Basic knowledge of library practices, procedures and techniques; regulations and policies pertaining to library services.

Skills

- Skills in word processing and other office applications, filing and using the library equipment including the online catalog and automation system. Skills in dealing effectively with people.

Abilities

- Ability to learn a variety of procedures; understand the role and the purpose of the library; establish good rapport with library users; work quickly and pay attention to accuracy; work with interruptions in a hectic environment; maintain confidentiality; maintain effective working relationship with fellow employees, supervisors and the public and to communicate effectively.
- Ability to make arithmetic calculations using whole numbers, fractions and decimals.
- Ability to be accurate when performing extremely detailed tasks with exact rules.

Education and/or Experience

High school diploma or GED and moderate experience working in a library, at a circulation desk, or equivalent combination of education and experience.

Tools and Equipment Used:

Library computer system: Personal computer with word processing, spreadsheet and internet access; copy and fax machines, telephone; postage machine, communications device for the deaf; microfilm reader printer.

Physical Demands This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.