

PRINCIPAL LIBRARY CLERK (DCC)

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for supervising clerical employees engaged in the provision of support services to library patrons and to library technical support programs. In addition to providing supervision, the incumbent oversees the technical aspects of library support services such as circulation, ordering of materials, and special projects such as book sales, bar coding, etc. In addition to providing supervision, the incumbent serves as a technical resource to the professional librarians in developing and maintaining the processes necessary to deliver library services. This position would be expected to perform the following functions: providing training to employees, clarifying policies and procedures, compiling and analyzing information, developing written materials and performing any work that may be required of a lower level Library Clerk. The position differs from Senior Library Clerk because of the overall supervisory and program management responsibilities.

In addition, this position must work with the administrative and professional staff to develop policies and procedures which conform to their needs, while meeting all applicable rules and regulations. General direction is received from higher level administrative staff. Supervision is exercised over the work of lower level employees, including performance counseling and appraisals, and scheduling for coverage.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises lower level Library Clerks, including the distribution and review of work, coverage of all unit activities, assigning employees to a specific unit or functions within their title and job and performance counseling;
2. Supervises the technical functioning of specific areas of the library such as circulation, reserve, material acquisition and fund raisers, such as annual book sale;
3. Attends departmental meetings to represent support service areas and provide input; disseminates information to employees;
4. Addresses and clarifies problem situations such as questions on circulation procedures, copyright laws, and working with difficult patrons or vendors;
5. Oversees ordering process for library materials; follows up on outstanding orders; checks new shipments against original invoices and processes invoices and vouchers for payment;
6. Resolves problems with vendors;
7. Prepares reports or summations concerning program area activities;
8. Enters data into and utilizes a variety of automated and on-line systems such as on-line catalog, college financial system, and word processing, to extract information for reports and to monitor system effectiveness;
9. Prepares and maintains manuals covering unit procedures and operational standards, such as eligibility for borrowing privileges;
10. Serves as technical resource for major library projects such as automation of library circulation records;
11. Arranges for special projects such as adopt-a-book program and periodic shelf reading schedules;
12. Performs word processing functions to produce a variety of documents, confidential materials, correspondence, etc.;

PRINCIPAL LIBRARY CLERK (DCC) (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

13. Maintains running accounts for library budget, including electronic budget transfer; gives input into budget preparation based on past usage and need;
14. Operates and maintains a variety of library equipment such as microfilm equipment and copies and arranges for repair/replacement as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of supervisory practices including scheduling, organizing work flow, resolving problems and evaluating employee performance;

Knowledge of library support functions related to ordering, on-line cataloging records, interlibrary loan procedures, circulation, reserve and microfilm activities and shelving and filing materials;

Knowledge of automated on-line circulation and cataloging system to enter and retrieve information in a variety of formats, train others in system use, and recommend modifications to system;

Knowledge of software packages for word processing to produce reports and letters, database management and spread sheets to track information;

Knowledge of computational skills to track and total costs and usage statistics and make simple projections;

Knowledge of office practices necessary for dealing with professional staff, patrons, vendors and the public, filing and retrieving information and compiling and analyzing information;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to operate and perform minor maintenance on library equipment such as copiers, microform readers, printers, etc.;

Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on an analysis of data collected;

Ability to assist staff in responding to the public in difficult or non-routine situations;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five years of full-time clerical work experience, one year of which was in a library setting and one year of which was supervisory (at least two employees). [This supervisory and library experience can be simultaneous.]

NOTE: College education may be substituted for work experience on a year-for-year basis (30 credits equal to one year) for the non-specific clerical work experience only.

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