



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: LIBRARY CLERK I – IV

DEFINITION: Under general supervision, performs a wide variety of entry- and journey-level clerical library duties and interfaces with patrons in rendering public and technical library services.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I: Under supervision performs the basic duties of the classification such as handling circulation and public service desk duties and using the automated system to perform circulation functions (e.g., check materials in and out).
- Grade Level II: Provides clerical support for the operation of a department, branch or specialized service such as Interlibrary Loan (ILL), reserves or volunteers. Responds to “ready reference” questions, requiring minimal research. May order, receive and catalog library materials. May act as a lead person directing the daily activities of a minimum of 1.0 subordinate FTE.
- Grade Level III: In addition to the above, will assist with the training, supervision and evaluation of a minimum of 3.0 subordinate FTEs.
- Grade Level IV: Provides highly specialized, system-wide library clerical support, requiring independent judgment and problem solving. This grade level also requires significant knowledge of library practices and supervision.
- Performs full-time para-professional work under the supervision of a Librarian. Assists professional staff full-time with ready reference, collection development, programming, etc. May serve as the assistant supervisor in Circulation or as the supervisor of the Acquisitions Division.

EXAMPLES OF DUTIES:

- Performs circulation and service desk duties using the automated system to check out and check in library materials; collects fines and fees; and registers new borrowers;
- Interprets and resolves questions regarding library circulation policies;
- Receives, refunds, reconciles cash, and prepares cash receipt reports;
- Orders and maintains records for library books and materials;
- Assists in routine cataloging of library books and materials;
- Types letters, reports, forms, and notices;
- Maintains statistical and other records;
- Operates standard office machines;
- Develops, maintains, and disseminates directory information;
- Assists with collection development and programming;
- Operates and makes minor repairs to audiovisual equipment;
- May open and close branch libraries;
- May train and assign subordinates;

LIBRARY CLERK I-IV (continued):

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- May interview, select, evaluate, supervise, and discipline subordinates; and
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

One-year full time experience performing routine clerical and customer service duties in a library system or six months full time experience performing routine clerical duties with the City of Long Beach Public Library System;

Completion of twelve (12) units in library science may be substituted for the six months of experience in the City of Long Beach Public Library System;

Must be comfortable interacting with a wide variety of people in a courteous and effective manner;

Ability to learn and use a personal computer and peripherals;

Ability to type accurately and neatly;

Ability to perform clerical duties that require a knowledge of grammar, spelling, punctuation, and mathematics;

Willingness to work part-time or irregular schedules including evenings and weekends;

Some positions require the routine lifting of 20 to 40 pounds;

Valid motor vehicle operator's license may be required at time of appointment.

HISTORY:

Established: 07/53

Deleted per Salary Resolution: 09/01/76

Re-established: 07/13/77

Revised: 04/28/83, 08/21/84, 07/16/86, 05/10/88, 02/22/02

Approval/Adoption Dates: 02/22/02 - Human Resources Department

02/27/02 - Civil Service Commission