



## **Clifton Park-Halfmoon Public Library Job Description**

**Position:** Senior Library Clerk - Page/Volunteer Supervisor

**Reports to:** Librarian II – Access Services

### **Job Summary:**

Oversees and supervises library pages and volunteers. Responsible for developing operational procedures for the paging functions and for coordinating the daily workflow to ensure library demands are met. Works with the circulation team to provide support for the circulation functions of library.

**Hours per week:** up to 35 hours per week

### **Duties:**

#### **General Responsibilities:**

- Provides information to the public on library policies and procedures; performs routine circulation, reserve and overdue functions.
- Performs routine searches of and updates to computer records.
- Issues borrowers cards according to library procedures.
- Makes and checks routine arithmetic computations
- Enters and retrieves information on an automated ILS
- Maintains records for the preparation of statistical reports
- Operates office machinery such as photocopier and fax machines
- Reviews filing and other work of pages and clerks
- Calls patrons to deliver messages or information on library materials.

#### **Page/Volunteer Supervisor Responsibilities:**

- Responsible for the recruitment, selection, training, supervision and evaluation of assigned pages. Recommends personnel for hiring or termination. Evaluates and makes recommendations for staffing levels.
- Selects, trains and monitors the work of volunteers.
- Creates, updates and monitors the work schedule of pages and volunteers; finds substitutes when necessary.
- Reviews/approves time off requests and approves timecards.
- Prepares annual performance evaluations and meets regularly with staff members to provide feedback.
- Maintains effective communication with pages.

- Monitors the work flow of the pages; supervises daily operations by organizing resources and making decisions to ensure the proper functioning of the paging team.
- Coordinates daily workflow with circulation staff and librarians and assigns work to pages and volunteers to ensure that library demands are met.
- Develops, documents and maintains procedures for paging functions.
- Makes recommendations for the physical maintenance and presentation of the collection.
- Ensures materials are shelved neatly and accurately.
- Participates in and contributes to circulation team meetings.
- Performs all the duties of a page.
- Performs other assigned duties.

#### **Other Requirements:**

- Good knowledge of office terminology, procedures and equipment as applied to library clerical work applied in a library setting
- Ability to operate a personal computer accurately
- Good knowledge of library filing and shelving rules
- Working knowledge of library services and practices
- Working knowledge of business arithmetic
- Ability to understand and follow oral and written instructions
- Tact and courtesy when dealing with staff and public.

#### **Physical Requirements:**

- Bending/twisting, reaching and feeling
- Climbing: ascending and descending short footstool
- Handling: picking up and shelving books
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 300-400 pounds on wheels
- Sitting, standing, walking, stooping, kneeling and crouching
- Reading down to the ground and up to 80 inches in height with the aid of a footstool
- Near vision: reading faded type, font size 12 or smaller on item labels
- Willingness to carry out additional duties not already listed above

#### **Education and Experience:**

- Completion of a minimum of 60 credit hours at a regionally or New York State registered college or university and 1 year clerical experience in a library or similar setting. OR:
- Graduation from high school or possession of a high school equivalency diploma and 2 years clerical experience in a library or similar setting.

#### **Civil Service Requirement:**

- Must be reachable on appropriate Saratoga County Civil Service list.

**Travel Requirements:**

- Travel is not required for this position.

**FLSA Status:**

- This position is non-exempt.

*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 Clifton Park-Halfmoon Public Library and the employee, and is subject to change as the needs of Clifton Park-Halfmoon Public Library and the requirements of the job change.*

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_