



**JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY**

Job Title:	Collection Services Clerk
Department:	Collection Services
FLSA Status:	Non-Exempt
Employment Status:	Full time
Pay Grade:	12
Supervisor's Title:	Assistant Director
Last Revision:	May 2024

Job Summary: The Collection Services Clerk performs Collection Services duties including materials receiving, processing, and distribution. Assists with the maintenance and weeding of collections.

Essential Job Duties:

1. Processes system-wide materials, including books, hotspots, magazines, newspapers, microfilm, games, and other materials for circulation.
2. Quality checks cataloging and processing of library materials.
3. Mends damaged materials.
4. Maintains the hotspot collection by processing hotspots for circulation, monitors hotspot usage and suspends and unsuspends hotspots as needed.
5. Shelves and straightens magazines and newspapers and distributes other serials to appropriate departments.
6. Weeds magazines and newspapers on regular basis and keeps shelving organized.
7. Assists in developing and collaborating on Collection Services projects, including maintenance of the library collections and shelf-reading.
8. Assists in maintaining department equipment and supplies.
9. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
10. Performs other duties as assigned.

Job Education and Experience:

- Education: High School diploma or equivalent is required.
- Certifications or licensure: None.
- Years of relevant experience: 0 to 2 years is preferred.
- Years of experience supervising: None.

- A valid driver's license, automobile insurance, and reliable personal transportation are required.

Job Knowledge, Skills, and Abilities:

1. Skill in customer service.
2. Skill in organizational and general clerical tasks.
3. Ability to perform work requiring high attention to detail.
4. Ability to arrange materials in proper order.

Work Environment:

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

Physical Demands:

Specific vision requirements necessary for this job include close vision and the ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 50 pounds of force to lift or move objects.

Equipment Used:

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Values:

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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Acknowledgment:

I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.

Employee Signature:

Date:

Manager Signature:

Date: