

Jurisdictional Class: Competitive; Non-Competitive when Part Time

Adopted: August 20, 1987

Revised: July 10, 2019

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of specialized clerical work. Advanced knowledge of library clerical operations is required. This class differs from that of Senior Library Clerk in that there is a greater degree of independent judgement and decision-making. Work is performed under the general supervision of a Librarian (or library media specialist) with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over subordinate library staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and performs complex clerical library functions (e.g. serial ordering and record maintenance, cataloging from bibliographic copy);

Troubleshoots difficult clerical problems involving independent judgment;

Compiles complex statistical reports for budget, circulation, attendance, etc.;

Maintains complex divisional/department records for the library;

Provides information to the public on library policies and procedures;

Assigns and reviews work of subordinate staff and creates work schedules;

Oversees and performs searches of and updates to computer records;

Oversees and performs circulation and patron registration duties and reserve and overdue functions;

Operates standard office machines such as photocopiers, typewriters, fax machines, and computers;

Supervises maintenance of files and records including database information;

Assists in preparing clerical procedural manuals and clerical training programs;

Trains subordinate clerks in clerical routines;

Calls or emails patrons to deliver messages or information on library materials;

Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work;

Good knowledge of the principles and practices of library service;

Good knowledge of handling and using library materials and equipment;

Good knowledge of library filing and shelving rules;

Working knowledge of business arithmetic;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to operate a typewriter or computer accurately--skilled typing is not necessary;

Ability to plan, coordinate and supervise the work of others;

Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of library clerical experience.

NOTE: College credits may be substituted for a maximum of one year of clerical experience. Thirty (30) semester credit hours from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices equals one (1) year; fewer hours may be substituted on a pro-rated basis.