

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a College faculty member, an incumbent of this class is responsible for performing technical and administrative duties in the College's library which includes interrelated functions such as materials acquisition, cataloguing, circulation, inter-library loans, periodicals and media services. Responsibilities involve providing administrative support to Librarians, faculty and staff, as well as providing technical support on various matters related to the library. In addition, incumbents regularly maintain contact with publishers, vendors, librarians throughout the country and internationally to discuss issues related to library functions. Work is performed in a complex automated systems environment, requiring incumbent proficiency in a number of computer applications specific to library technology. While leadership, guidance and instruction is provided to student assistants, supervision is not normally a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Performs administrative support functions in accordance with established policies and procedures to assist College librarians in the smooth and effective operation of the Library;

Works in the various interrelated functional units of the library such as materials acquisition, cataloguing, circulation, inter-library loans, periodicals and media services;

Uses complex automated office systems and applications specific to library technology to input and retrieve information related to library functions;

Assists in establishing automated research methods for the location of library and reference materials;

Performs Internet searches to locate books, periodicals and media for acquisition, check on books, periodicals and media requested by students, faculty and community patrons, and to search cited references as requested;

Keeps detailed records and reports to compile monthly and yearly statistics;

Maintains contact with publishers, vendors and librarians to discuss the acquisition of materials, discuss problems or questions concerning equipment, locate specific references, and to locate reference materials in other libraries to fulfill patron requests;

Catalogs and processes books, periodicals and media acquisitions and examines same to ensure they are in perfect order before going into circulation;

May maintain time and attendance records of faculty, staff and student assistants who work in the Community College Library;

May prepare purchase requisitions purchases including books, media services, periodicals, equipment, etc., and maintains a register of requisitions;

May verify purchases received by the division and release invoices for payment;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

May maintain records of expenditures against the approved budget;

Attends training conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office procedures, terminology and equipment as applied to complex clerical work performed in a library setting; good knowledge of the Library of Congress filing systems; ability to perform simple arithmetic computations; ability to deal with students, faculty and community patrons in a pleasant manner; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of clerical experience, three years of which must have been as a Library Clerk or Assistant.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for the required experience for up to two years. Candidates must possess the specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C1182
Job Group: VII