

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a Librarian, Library Director, or Library Media Specialist, incumbents supervise and perform specialized clerical work requiring advanced knowledge of library techniques and routines. An incumbent receives general instructions and then plans, assigns and reviews the work of other clerical employees. This class differs from that of Senior Library Clerk in that incumbents exercise a greater degree of independent judgement and decision making, with wide discretion for planning and carrying out assignments. Incumbents may be responsible for several functional units of a library, i.e., circulation, technical services, etc., and may participate in performing duties assigned to subordinates. Supervision is exercised over Senior Library Clerks, Library Clerks, Library Pages, and volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns and supervises the clerical duties of lower level clerical employees and participates in training and orienting new clerical employees in library procedures;

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

Supervises and participates in registering borrowers, collecting fines, reserving books, and answering the more difficult questions regarding the library's collection and services;

Oversees and participates in the preparation of overdue notices and other routine correspondence;

Compiles statistical reports for budget, circulation, attendance;

Provides information to the public on library policies and procedures;

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

Performs routine searches and updates of computer records;

Calls patrons to deliver messages or information on library materials;

May participate in the preparation of personnel and payroll records, bills, purchase orders, etc.;

May participate in the preparation of library displays and exhibits;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of library and office terminology, procedures and equipment; good knowledge of library services and practices; good knowledge of automated library systems as they apply to the clerical function of the library; 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 communicate clearly and concisely in written and oral English; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to understand and follow complex oral and written instructions; ability to plan, coordinate and supervise the work of others; tact and courtesy dealing with staff and public; physical condition commensurate with the demands of the position.

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

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for a maximum of one (1) year of the specified library clerical experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages
Cities of Rye and Peekskill
School Districts
J.C.: Competitive

Job Class Code: 0230 (Municipalities)
S230 (School Districts)

