



EMPLOYMENT OPPORTUNITY

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## **LIBRARY CLERK**

(\*Part-time up to 19 hrs. per week, hours may vary from week to week)

**Salary Range \$15.98 - \$19.44/Hourly**

**Part-Time w/No Benefits**

**Application Deadline: 5:00 pm, June 30, 2015**

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For application materials visit our website at [www.RanchoMirageCA.gov](http://www.RanchoMirageCA.gov) or call (760) 324-4511.  
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

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### **CLASS SUMMARY**

This class is the second level in a six level Library Series. As assigned, incumbents may be responsible for checking in and out Library materials; registering customers; providing customer support; collecting fines; performing data entry; assisting with the maintenance of Library collections; and conducting searches for materials as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

1. Receives, returns and renews circulated materials; collects fines; inspects returned materials for damages; and repairs materials. Retrieves, sorts and/or shelves library materials as needed.
2. Responds to customers by providing routine information, answering questions, assisting with office and library equipment, and/or referring customers to appropriate resource.
3. Circulates books and other library materials; performs data entry and prints notices; reviews, processes and assists patrons with library hold requests and materials.
4. Registers new customer accounts in library system; verifies customer account information; issues and/or renews library cards.
5. Prepares schedules, lists, reports and other documents; sets up meeting rooms; checks and maintains supply inventory; assists with ordering and replenishing of supplies; sorts and distributes mail.
6. Performs other duties of a similar nature and level as assigned.



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## **QUALIFICATIONS/GUIDELINES**

### **Education and/or Experience**

High School Diploma or GED and 1 year customer service related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Knowledge of**

- Standard library practices, procedures and functions;
- Basic filing and sorting procedures;
- Basic math concepts;
- Basic recordkeeping practices;
- Customer service principles;
- Cash handling practices;
- Modern office equipment.

### **Skill In**

- Gathering, sorting and organizing materials in alphabetic, numeric or alphanumeric order;
- Processing returned library materials;
- Shelving of library materials;
- Searching and retrieving materials from library collections;
- Maintaining orderliness;
- Providing customer service;
- Filing and maintaining materials and supplies;
- Performing basic mathematical calculations;
- Handling cash and making change;
- Providing attention to detail;
- Providing basic material repairs;
- Utilizing a computer and relevant software applications;



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- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.

### **ADA and Other Requirements**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **Licensing/Certifications**

- Possession or ability to obtain an appropriate California driver's license and a satisfactory driving record.

Posted 6/10/15