

Jurisdictional Class: Competitive; Non-Competitive when Part Time

Adopted: August 20, 1987

Revised: June 25, 2010

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of specialized library clerical tasks requiring advanced knowledge of library clerical operations. Work is performed under the general supervision of a professional librarian with leeway allowed for the exercise of independent judgment in dealing with library routines, library staff, and users. Employees of this level are expected to be fully trained in all procedures related to the assigned areas of responsibility. Supervision may be 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. monograph and serial ordering and record maintenance, cataloging from bibliographic copy, etc.)

Troubleshoots difficult clerical problems necessitating the use of independent judgment;

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

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

Maintains complex divisional/department records for the library;

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;

Provides information to the public on library policies and procedures;

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;

Types cards, lists, labels, or short entries on forms using typewriter and/or computer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals and practices of clerical routines in a library;

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

Good knowledge of the principles and practices of library service;

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

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

Sound judgment;

Aptitude for library work.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of library clerical experience; or

(b) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree and three (3) years of library clerical experience; or

(c) Five (5) years of library clerical experience; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.