

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2016-023

POSITION: F/T SENIOR CLERK
DEPARTMENT: PORTALES MUNICIPAL LIBRARY
STATUS: NON-EXEMPT
REPORTS TO: LIBRARY ADMINISTRATOR
SHIFT: REGULAR - 40 HOURS PER WEEK
SALARY: MINIMUM \$11.339 HOURLY

GENERAL DESCRIPTION:

Under the supervision of the Library Administrator, the Senior Library Clerk performs a wide variety of tasks in direct support of library operations. Duties will include cataloging library materials, interlibrary loan, computer lab assistance and checking in and out library materials.

ESSENTIAL DUTIES: Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned. The primary responsibilities shall be regulated by the Librarian or designee and are not listed in any order or primary job function.

TASKS AND RESPONSIBILITIES:

1. Catalog library materials.
2. Manage interlibrary loan process.
3. Using computer, check in and out library materials.
4. Assist citizens with the general operation of computers.
5. Assist Patrons with reference questions and provide instruction of on-line databases.
6. Prepare bulletin boards and displays.
7. Answer telephones, take messages, handle money transactions and perform general clerical tasks.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. College or demonstrated work experience equivalent.
2. Must be able to meet the public in a courteous and efficient manner under sometimes stressful situations.
3. Should be familiar with general and clerical office routines, such as filing.
4. Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
5. Accurate math skills and the ability to follow through on work assignments.
6. Must be able to work independently.
7. Ability to establish and maintain effective working relationships with co-workers, and other department personnel.
8. Knowledge and experience in computer operations needed.
9. Prior experience in Library Technology preferred.
10. Preference given to bilingual applicants.

PHYSICAL REQUIREMENTS:

1. Ability to lift up to twenty-five (25) pounds occasionally, from ground to waist level, or from ground to shoulder level.
2. Ability to sit for up to four hours at one time, and up to eight (8) hours total per day, with opportunities to change positions.
3. Ability to stand or walk up to four (4) hours at a time, and up to eight (8) hours total per day.
4. Ability to crouch and/or kneel.

5. Ability to bend at the waist and twist or rotate if necessary.
6. Ability to work with arms bent for up to (4) four hours at a time, and up to eight (8) hours total per day.
7. Ability to grasp and manipulate such items as paperwork, telephone, writing utensils, and other items used throughout the workday.
8. Ability to coordinate use of hands and eyes in operation of various office equipment.

WORK SCHEDULE:

The regular work week is 8 hours a day, Monday through Friday, with one hour off for lunch. Some Saturdays are required, at least every other Saturday.

TRAVEL REQUIREMENTS:

1. Limited travel – ability to travel for training may be required.
2. Overnight travel may be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

DEADLINE TO SUBMIT REQUIRED APPLICATION: by 5:00 p.m. August 5, 2016. Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at www.portalesnm.gov.

The City of Portales is an Equal Opportunity Employer and Drug Free Workplace.

I have read and understood the above position specifications for Senior Clerk for the Library. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Applicant Signature _____ Date _____