Roanoke Higher Education Center
Position Description

Job Title: **Library Clerk (Part-Time)**
FLSA Status: Non-Exempt
Department: Academic and Student Services
Reports To: Senior Director of Academic and Student Services

SUMMARY
This position is responsible for a variety of library clerical, circulation, reserve, collection maintenance and support duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Answers directional and standard questions and refers specific reference questions to the Library Director or Library Associate as appropriate
- Uses library automated circulation system to perform circulation desk procedures; including patron services, registering patrons, collecting fines and placing material holds
- Re-shelves returned materials and maintains collection in proper order, displays materials, and retrieves specifically requested materials.
- Operates library equipment and assists customers with equipment as appropriate.
- Opens and closes the library as scheduled.
- Works as a "team player" with all RHEC staff to meet the expectations of the students, members, and the community.
- Maintains a safe and secure work environment through knowledge and application of building security, safety rules, and procedures.
- Works effectively with all co-workers, students, members, and other customers by showing respect for individual diversity.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required:

- Proficiency in Microsoft Suite and Internet usage.
- Projects a professional appearance and telephone manner.
- Strong customer service and problem-solving skills.
- Basic mathematical skills for computation of money owed and providing correct change.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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EDUCATION AND/OR EXPERIENCE
- High School Diploma or GED required
- Two years of customer service experience required
- One year of library experience preferred

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of customers or employees of organization.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit, use hands to finger, handle, or feel, and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Supervisor's Approval:

_____   _____

Carla L. James, PhD   Date:

ACKNOWLEDGEMENT
My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

_____   _____

Employee's Signature   Date:

_____

Employee's Name (Please Print)