

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
DECEMBER 18, 2007 AGENDA**

Subject:	Type:	Submitted By:
JOB DESCRIPTION — NEW	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	BRENDA GUNN CITY ADMINISTRATOR

SYNOPSIS

A job description has been prepared for a full-time Circulation Clerk position and is attached for your review.

FISCAL IMPACT

Funding is available in the FY 07/08 municipal budget.

RECOMMENDATION

Receive/File.

BACKGROUND

Currently the Circulation Clerk position is part-time. The Library's long range plan anticipates a full-time Circulation Clerk position and it has recently been determined that facilitating this would be of benefit to the organization and as a result is being recommended. This position is proposed at a pay range 211 (\$11.14-\$14.21) and will be funded by reducing the part-time Circulation Clerk hours. (An amendment to the Compensation Ordinance is also in a separate agenda item.)

Section 6.3 of the City of La Vista Personnel Manual states that the City Administrator shall conduct position classification studies whenever he/she deems it necessary or the duties and responsibilities have undergone significant change. If the City Administrator finds that a substantial change in organization, creation or change of position or other pertinent conditions make necessary the amendment of an existing class, he/she may amend the classification plan subject to review of the Mayor and City Council.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Circulation Clerk – Full Time
POSITION REPORTS TO: Librarian III or Librarian II – Evening/Weekend Supervisor
POSITION SUPERVISES: N/A

DESCRIPTION:

Performs a variety of library tasks under the direction of the Librarian III and/or Librarian II-Evening/Weekend Supervisor. Works in the areas of circulation, reference and equipment operation.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists at circulation desk, which includes greeting customers, checking material in and out, emptying book drop, inspecting items for damages, placing items on hold, carrying out overdue item recall procedures, answering the phone (providing routine information or referring and transferring calls), taking inter-library loan requests, assessing and collecting fines, handling routine complaints, answering a variety of questions and responding to requests for information and assistance, including knowing when to refer inquiries to a librarian.
2. Performs routine library computer functions including patron registration/renewal and data input.
3. Assists patrons with library computer and database utilization and answers reference questions as needed.
4. Assists patrons with the use of office and library equipment.
5. Assists in assuring accurate library shelving by shelf-reading and reshelving of materials as needed.
6. Assists in making items to be used for the "story time programs" including craft projects and bulletin boards.
7. Performs routine book maintenance and processing, including typing spine labels and covering books.
8. Recommends library materials for the library collection.
9. Assists in keeping the library neat and orderly, including such things as pushing up books, ensuring that books are at the edge of shelves and picking up trash.
10. Prioritizes tasks within work assignment.
11. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this position:

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is at various times asked to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

- The employee must occasionally lift and/or move up to 50 pounds. Specific as-corrected vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversation levels.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED equivalent.
2. Demonstrated computer and library experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. The ability to work a non-traditional schedule, including evenings and weekends.
2. Basic knowledge of accepted library principles, practices and techniques, including the Dewey Decimal System.
3. Basic alphabetization and filing skills.
4. Basic computer-use skills.
5. Ability to follow directions.
6. Ability to read and write English proficiently.
7. Ability to operate library and office equipment such as photocopiers, laminator, Fax, and microfilm readers.
8. Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
9. Ability to maintain regular and dependable attendance on the job.
10. Ability to pay attention to details and accuracy.

I have read and understand the requirements of this position description.

Signature

Date