**Job Description**

## Position Title: Reference Clerk

Classification: 4

Supervisor Title: Assistant Reference Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library’s Service Standards.

## POSITION SUMMARY

Under the supervision of the Reference Assistant Manager, this employee performs a variety of tasks including processing/maintaining and reshelving the magazines and newspapers collections; filing reference materials, assisting at the Reference Desk, and handling study room and equipment sign ups.

## REQUIREMENTS FOR THIS POSITION

1. Ability to put items in order alphabetically and chronologically.
2. Ability to use the photocopier, cash register, microfilm machines and fax machine.
3. Ability to receive/check in new magazines/newspapers accurately.
4. Ability to use Windows PCs and Microsoft Office software such as Word and Excel proficiently for various responsibilities.

## EDUCATION/EXPERIENCE REQUIRED

Knowledge, skill and mental development equivalent to the completion of a high school education.

## ESSENTIAL FUNCTIONS

1. Maintains the magazine and newspaper collections including data entry, processing, retrieving, and reshelving.
2. Handles study room sign-ups; accessories and MacBook/PC laptop checkouts.
3. Assists library patrons with the computer printing; the photocopiers, microfilm readers, scanner and simple search requests.
4. Participates in relevant training, continuing education and/or professional development.
5. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision for near and far