

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 4, 2017

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing specialized clerical work, account-keeping, and fiscal tasks in a municipal library. The incumbent performs clerical work requiring a high degree of skill, experience and independent judgment requiring advanced knowledge of library clerical operations is required. This class differs from that of Senior Library Clerk in that there is a greater degree of independent judgment and decision making. Work is performed under general supervision with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments in accordance with established policies and regulations. Supervision is exercised over lower-level staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, assigns, directs, and oversees the work of subordinate staff; participates in the selection process; provides training; and evaluates the work performance of subordinate staff;
2. Prepares correspondence, memoranda, reports, newsletters, informational material, legislative resolutions, grant proposals and minutes of meetings, hearings and conferences;
3. Designs, sets up and maintains files of correspondence, documents and records;
4. Compiles statistical reports for budget, circulation, and attendance;
5. Secures budget estimate data, makes budget estimate studies, assists in the preparation of the budget and the maintenance of budget control;
6. Coordinates the maintenance of and prepares agency financial, payroll, purchasing, personnel and attendance records;
7. Provides information to the public on library policies and procedures;
8. Transmits information or instructions from supervisor to appropriate staff orally, in writing, or electronically and follows up to see that instructions are followed and deadlines are met;
9. Compiles data and background material to support various administrative/professional activities;
10. Performs routine circulation, reserve and overdue functions;
11. Prepares responses to letters concerning programs, policies and procedures for own or supervisor's signature;
12. Prepares a variety of reports related to the work using statistical and narrative information;
13. Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;
14. Maintains office records and statistics using database or spreadsheet software;
15. Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;
16. Types correspondence, policy statements, etc.
17. Develops, maintains and updates complex computerized records including financial records requiring advanced knowledge of agency services and procedures;
18. Utilizes general account-keeping practices and modern office software including electronic spreadsheets;
19. Supervises the requisition, purchase, receipt, and inventory of departmental supplies and equipment and the processing of related records;
20. Performs complex and confidential administrative and clerical duties;
21. Acts as clerk to the Library Board and records management officer;
22. Operates modern office equipment.

PRINCIPAL LIBRARY CLERK CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work; good knowledge of library services and practices; good knowledge of handling and using library materials and equipment; good knowledge of library filing and shelving rules; working knowledge of the methods used in maintaining and checking financial accounts and records; working knowledge of office terminology, procedures, equipment, business arithmetic and business English; ability to compile data, prepare reports, and maintain files; ability to express oneself clearly and concisely in writing and verbally; ability to understand and follow complex oral and written instructions; ability to operate an alphanumeric keyboard such as a typewriter or personal computer at an acceptable rate of speed and accuracy; ability to plan, assign, supervise and evaluate the work of others; tact, courtesy in dealing with staff and public; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as a Senior Library Clerk or four (4) years as a full-time Library Clerk immediately preceding the date of written examination.

OPEN COMPETITIVE:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a business-related field and two (2) years of full-time paid clerical experience, one (1) of which must have involved the supervision of others or office management; **OR**
2. Four (4) years of full-time paid clerical experience, one (1) of which must have involved the supervision of others or office management.

SPECIAL REQUIREMENTS:

1. Candidates must pass a Database Clerk performance test;
2. For appointment in the North Tonawanda Public Library, candidates must obtain a Notary Public license within one (1) year of a permanent appointment, and throughout the duration of employment.