

The City of Virginia, Minnesota is seeking a dynamic individual to work as a Clerk for the Virginia Public Library. Qualified candidates will have excellent customer service skills with the public, knowledge of the practices of modern library systems, computer skills, and excellent communication skills. Requires two years of post-secondary education, preferred training in library science or liberal arts, education or a related field. 40 hours per week, M-F and evening work is required. Starting salary is \$18.12 per hour with excellent benefits.

For a job description and application, please contact the City of Virginia, 327 First Street South, Virginia, MN 55792 or call (218) 748-6621, or website at www.virginiamn.us
Completed applications and resumes must be received by 4:30 p.m. on May 23, 2008 at the above address.

MDN - May 11, 14, 18

JOB DESCRIPTION

CITY OF VIRGINIA

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Date Updated 05/01/08 Approved by 05/06/08

X Bargaining Unit AFSCME Local 454

I. TITLE: Library Clerk

II. RATE OF PAY: As per Bargaining Unit Agreement

III. REPORTS TO: Library Director

IV. NATURE OF POSITION: A Library Clerk performs paraprofessional and clerical tasks in the library. Due to the nature of work at the Library, employees in this classification may be assigned to perform work in any classification.

V. RESPONSIBILITIES (not meant to be inclusive of all duties to be assigned):

1. Performs routine clerical duties including all types of data entry, answering phones and routing calls, receiving and sending mail, check-in and processing of library materials, etc.
2. Staffs public service desks as assigned.
3. Circulates materials to patrons
4. Places orders and monitors expenditures of assigned budget areas subject to Director's approval.
5. Monitors, trains and directs work of Library Aides.
6. Prepares publicity, displays, reference guides, reports, bulletin boards, programming and training materials, creates graphics and statistical reports as needed.
7. Manages smaller collections and service areas.
8. Descriptive cataloging of library materials
9. Provides reader's advisory, reference, interlibrary loan, and information and referral services to patrons.
10. Participates in materials selection and weeding for major collections subject to review by collection managers.
11. Assists Librarian/Library Associates with their duties.
12. Other duties as assigned.

V. WORK SCHEDULE: Per Labor Agreement - normal forty (40) hour workweek shall consist of five days of eight hours each; flexible working hours; may require split shifts

VI. MINIMUM QUALIFICATIONS:

1. Two-year Associate of Arts degree.
2. Ability to master and utilize the library's automated systems, specialized graphics tools, office productivity software, PC applications and on-line reference tools.
3. Ability to alphabetize and use classification systems.
4. Knowledge of popular literature and reading.

5. Public Library experience preferred.
6. Maintains a cordial and professional relationship with the public.

VII. PHYSICAL REQUIREMENTS are those necessary to successfully perform the essential functions of this job:

1. Ability to lift up to 40 pounds without assistance and greater amounts with assistance. Ability to: bend; stoop; climb stairs and ladders without assistance.

VIII. WORK ENVIRONMENT:

1. Dealing with the public.

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327 1st Street South Virginia, MN 55792 PHONE: 218-748-7500

www.virginiamn.us FAX: 218-749-3590