

DEPARTMENT: NIAGARA COUNTY COMMUNITY COLLEGE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 19, 2002

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are required to have advanced knowledge of library clerical operations. Work is performed; however, under general supervision permitting the employees much independent judgment and decision in dealing with library routines, library staff and patrons. Persons in this class may be required to assist in performance of duties listed in subordinate classes. Supervision is received from assigned superior. Performs high-level library clerical operations requiring advanced knowledge, independent judgment and decision. May supervise or train assigned staffs and students. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs complicated clerical functions, e.g. serial ordering, cataloging from L. C. copy, etc.;
2. Supervises work of assigned staff and student workers;
3. Troubleshoots difficult problems involving independent thinking;
4. Maintains student schedules and payroll;
5. Compiles statistical reports for budget, circulation, etc.;
6. Maintains library business records and reports;
7. Responds to circulation inquiries;
8. Handles in-person patron problems and complaints;
9. May train clerical staff and student workers;
10. May be assigned to supervise Circulation area during evening hours and/or to provide back-up coverage at the circulation desk.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of library terminology, library automation, procedures and equipment which are typically applied to library clerical work; good knowledge of library operating procedures; skilled in the use of a computer and related library and word processing software programs; strong interpersonal skills; ability to perform a wide variety of library clerical tasks; ability to supervise the work of others; ability to multi-task and share work in other areas; ability to understand and carry out detailed verbal and written instructions; ability to meet the public and get along well with others; clerical aptitude; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Two (2) years of permanent competitive status as a Senior Library Clerk at Niagara County Community College.

OPEN-COMPETITIVE: Graduation from high school or possession of an equivalency diploma:

AND: 1. Three (3) years of increasingly responsible library clerk work;

OR: 2. 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 and one (1) year library clerical work experience.