

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Library Clerk II

BASIC FUNCTION: Under the supervision of the area Assistant Dean/Administrative Manager, performs clerical and other duties in the library.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Checks in/out library materials, computers, and videos; issues library cards.
2. Provides assistance with location of library books/materials, questions and assists students in use of facilities and resources.
3. Resolves library patron's inquiries in accordance with digital library/learning resource center procedures.
4. Collects money for replacement books, overdue fines and other fees as collected by the Library.
5. Clears library registration holds to enable patrons to receive their transcripts, diplomas or to register for classes.
6. Locates and checks bibliographic data for patrons.
7. Prepares and generates overdue notices.
8. Searches shelves for specific library materials.
9. Verifies and inputs data in on-line files.
10. Answers telephone queries from students, patrons, and co-workers.
11. Assists in taking inventory of library materials.
12. Prepares books for re-shelving.
13. Identifies missing issues and claims serials through Riverside library serials clerk.
14. Maintains accounting records, cash, and deposits.
15. Responsible for organizing and maintaining accounting records and statistics for payments, refunds and overdues of library materials.
16. Responsible for inter-campus and inter-library loan procedures.
17. Prepares books and periodicals for the bindery.
18. Provides work direction for student workers; assists in training and monitoring the work assignments of short-term employees and work study students.
19. Assists network/computing library services with diagnostics.
20. Maintains library supplies.
21. Assists with library orientation materials and packets.
22. Assists with processing of reserves.
23. Attends campus related community meetings.
24. Participates in District-provided in-service training programs.
25. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
26. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent or a Library Clerk or Library Technical Assistant Certificate is required.

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EXPERIENCE: Two years of closely related increasingly responsible library experience, including experience with an automated library system, are required.

LICENSES/CERTIFICATIONS: None.

ABILITY TO: Work effectively with students and the general public. Learn library system programs and operations.

KNOWLEDGE OF: Library automation systems in relation to all circulation functions. Basic library operations.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, faculty, students, patrons, and vendors.

WORKING CONDITIONS: Normal library environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.