



Children's Clerk

Department: Children's Services Department

Reports to: Manager of Children's Services

Level: 4

Chain of Command: No

FLSA Status: Non-Exempt

Certifications: N/A

Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist patrons with their daily use of the library.

Essential Functions

Expertise

- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.
- I offer patron services by helping them find reliable information and locate material, including ILL.
- I assist patrons with the use of library databases and library subscriptions.
- I participate in planning for library events and children's programs as they relate to my department and the library, either through collaboration with other staff or as a member of a committee.
- I change decorations and bulletin boards in the children's department regularly.
- I assist patrons with the use of library equipment.
- I reliably keep statistics for the department and/or library that are clear and accurate.
- I understand and follow all procedures for opening and closing the department so my coworkers and I can perform effectively.
- I represent the library at community events and organizational meetings when needed.
- I process new materials and periodicals and maintain the collection.
- I review professional journals and read children's literature to stay current on trends for reader's advisory for children and families.
- I make the Children's Department a welcoming and safe place by cleaning and sanitizing shared spaces in the department.
- I take photographs, edit, and create "reels" of programs in action for Marketing.
- I stay informed of library programming and make recommendations to patrons.
- I assist patrons with the use of library databases and library subscriptions.
- I understand technology and library equipment to give quick and effortless assistance to our patrons.

- I represent the library at community events and organizational meetings when needed.
- I exchange passive programming displays for children regularly.

Nonessential Functions

- I assist the pages with sorting and shelving items as needed.
- I convey patron requests and/or make recommendations for new/improved materials and services to the Manager of the Department.
- I frequently communicate with my supervisor and other staff to give input and ideas on how to make the library a better place for our community continually.
- I recognize that we work as a team and help coworkers in my department and other departments as I can.

Knowledge and Skills

- Consistently models pleasant and positive behaviors, with excellent interpersonal skills.
- Exhibits strong written and verbal communication.
- Listen without interrupting or jumping to conclusions.
- Excellent integrity and demonstrates good moral character and initiative.

Education/Experience and any pertinent Certifications

- High school diploma or equivalent.

Working Conditions

Unless reasonable accommodation can be made, while performing this job, the staff member shall:

- Use strength to lift items needed to perform the functions of the job, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand, and walk for required periods.
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computers, and/or controls.
- Work in normal library working conditions; moderate exposure to office and maintenance chemicals.
- Encounter normal fluctuations in interior conditions, such as noise and temperatures.

Core Abilities

- I am a vital component in an engaged and thriving community.
- I am understanding and compassionate.
- I am cooperative, a collaborator, a problem solver, and a continuous learner.
- I am approachable and understanding, so I can assist others in accessing materials or services.
- I remain customer-focused when aiding anyone, answering directional or general library questions, or in any other job duty.
- I effectively communicate, verbally and in writing, with patrons and staff, providing clear and helpful information in a friendly and approachable manner.
- I understand the technologies that are necessary to fulfill my job duties to give quick and effortless help to our patrons.

- I help resolve issues and help ensure that all have good experience in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.
- I represent KHCPL by being honest, ethical, sympathetic, responsible, and staying calm under pressure.
- I keep the library a welcoming place by knowing patron-facing policies such as the Patron Code of Conduct, Crisis Handbook, Circulation, and others.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to emails, memos, and other library-related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments, or working conditions associated with this job.

Kokomo-Howard County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. We encourage applications from members of underrepresented minority groups.