

PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for independently performing specialized clerical work in any department of the Albany Public Library. The incumbent performs clerical work requiring a high degree of skill, experience, independent judgment, and an advanced knowledge of library clerical operations. Work is performed under the direct supervision of a Librarian with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision may be exercised over Senior Library Clerks, Library Clerks, Pages, student assistants and volunteers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and performs complicated clerical library functions;
- Prepares clerical procedural manuals and clerical training programs;
- Troubleshoots difficult clerical problems involving independent judgment;
- Compiles statistical reports for budget, circulation, etc.;
- Prepares and maintains divisional/department reports, statistics, records and files;
- Handles procedural questions and directs other questions to proper persons;
- Locates library materials for patrons and coordinates the requesting and processing of loans;
- Provides information to the public on library policies and procedures;
- Supervises subordinate clerical staff;
- Trains clerical staff in library techniques;
- Enters and retrieves information in an automated information system;
- Performs stack maintenance;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of library services and practices;
- Working knowledge of handling and using library materials and equipment;
- Ability to understand and carry out complex oral and written instructions;
- Ability to assign, supervise and review the work of others;
- Ability to use computer applications or other software such as spreadsheets, word processing software, e-mail, etc.;
- Ability to perform close, detail work involving considerable visual effort and strain;

- Clerical aptitude;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and:

- A. Graduation from a regionally accredited or New York State registered college with an Associate's Degree (or higher) and one (1) year of library clerical experience plus some supervisory experience preferred; **OR**
- B. Three (3) years of library clerical experience plus some supervisory experience preferred; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A. and B. above.

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