



## **CITY OF BRAWLEY**

### **JOB ANNOUNCEMENT**

- DEPARTMENT:** **Library**
- POSITION:** Supervisory Clerk - Part-Time  
25 hours per week; nights and Saturdays required
- SALARY:** \$13.80/hr. (Range 14, Step 1)
- EXAM TYPE:** Alpha, numeric, reference, typing
- DUTIES:** See job description.
- QUALIFICATIONS:** The City of Brawley requires graduation from high school, GED, CHSPE or other equivalency. An Associate's degree and/or certificate in Library Science technology is preferred, but a combination of education, training, and experience will be considered.
- APPLY TO:** Personnel – City Administration Offices  
383 Main Street  
Brawley, CA 92227  
(760) 351-3057
- APPLY BY:** **June 1, 2015 by 5:00 PM**

## CITY OF BRAWLEY

**CLASS TITLE:** Brawley Public Library Supervisory Clerk – Part -time

This position is for 25 hours per week and requires a minimum of two nights per week and two Saturdays per month, and may require more as scheduling demands. As this position is part-time there are no benefits associated with this position.

**BASIC FUNCTION:** There are four main primary areas of work which are literacy coordinator, branch clerk, reference clerk, and youth services. The following are a list of primary duties under each of the four main categories. A clerk may be assigned full or partial responsibility for some or all of the duties. Traditionally, a clerk is in charge of two primary areas. There will be cross-training in all four areas.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- 1) **Literacy Coordinator.** Typical areas of duties include:
  - Potential tutor and/or student intake, preliminary evaluations, etc.
  - Matching tutors and students
  - Record-keeping of applicable statistics, forms, etc.
  - Creation and maintenance of files
  - Coordination with other Imperial Valley literacy programs including *LEARN Imperial Valley*
  - Attend training and meetings
  - Provide regular support to tutors and learners including recommendation of materials, computer programs, and other resources
  - Work with Americorps members for tutoring and other project scheduling
  - Coordinate with the LAMBS project to supplement their adult literacy needs including outreach, programs, parent meetings, etc.
  - Specific forms, formats, and records must be kept according to the standards from the ProLiteracy Worldwide (PLW) national organization as well as the California State Library Literacy Services (CLLS) program. Training and certification will be required.
  
- 2) **Branch supervisor.** Typical areas of duties include:
  - Supervisor on duty on the desk during open hours following the written SOP and duties in the manuals.
  - Supervision of any aides, pages, or program volunteers
  - Transportation of materials from the main library to the branch
  - Coordination of programming
  - Coordination with the Circulation Supervisor, Library Clerk, and Children's/Reference Clerk for processing overdues, ILLs, etc.

- Coordination with Del Rio staff for their class visits and to accommodate their classroom or other needs.
  - The clerk will be responsible for the general appearance of the branch facility including cleanliness, displays, shelving, etc.
  - Adherence to all policies and rules of the library including computer use, ILL, reference questions, etc.
  - Statistics and reports will be maintained
  - Responsible for following library cash handling procedures and collecting applicable fines and fees
- 3) **Reference Clerk:** Typical areas of duties include:
- Handling second-level reference requests. In coordination with the library director and assistant director, research may be performed using electronic and print resources. Recommendations of materials to borrow or purchase will be made to the Director. Statistics and records will be kept relating to transactions.
  - Interlibrary loans. Materials will be borrowed from and loaned to other libraries. The policies and procedures for this function are currently in transition. Typically, the requested book is looked for within Imperial Valley. If not found, the request is given to the Director for consideration and processing.
  - Generalized reference work. This may include creating pathfinders or bibliographies on specific subjects when needed. Recommending titles and/or areas of consideration for purchase to the Director. Watching trends in topics to prepare and assist patrons.
  - Other duties as assigned.
- 4) **Youth Services Programming:** typical areas of duties include:
- Children's and teens programming. The summer reading program is the largest sustainable event in the library. Using a unified theme, story-times are presented, prizes earned, and a culminating party organized and delivered. Outside presenters frequently present programming and there is an annual stuffed pet show.
  - Story-times are presented at the main library and Del Rio branch.
  - Book clubs may be developed.
  - Teen book selection committee may be used.
  - Class visits to the library and staff visits to the schools will be offered.
  - Other programs may be offered.
  - Other duties as assigned
- 5) **Supervision.** Typical areas of duties include:
- Being supervisor on duty at the front desk. This requires familiarity with all circulation policies and procedures. Cash handling procedures need to be followed.
  - Strong decision-making skills are needed.

- Supervising volunteers and program personnel are needed.

6) **Other areas of duty** may include:

- Bulletin board displays
- Book displays
- Bibliography and weblibliography creation
- Class visits
- Adult outreach and programming
- Creation of flyers, media releases, etc.

7) **Other duties** and/or projects as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Strong English skills are required. Complete literacy in English reading, speaking, and writing are critical to this position. Bilingual in English and Spanish is desirable.

Supervisory techniques and skills to interact with staff and the public.

Interlibrary loan procedures according to the American Library Association and through the Serra Cooperative Library System as well as a new system to be determined.

Computer skills to assist patrons and staff. Computer keyboarding and typing are required at a minimum speed of 35 wpm. The Clerk needs to be able to readily use MS programs such as Word, Word art, Excel, PowerPoint, etc. for library work and to assist patrons.

General library practices and policies including circulation, basic reference interviewing and sources, level two cataloging, interlibrary loan, etc.

Knowledge of and sensitivity to all ages, cultures, etc. Strong customer service concepts and techniques especially when dealing with "problem patrons".

ABILITY TO:

As this is a supervisory position, mature judgment skills and the ability to follow policies and procedures are critical. Bi-lingual in English and Spanish is preferred.

The Clerk must have a willingness to take responsibility and be flexible in work requirements. Flexibility in scheduling to aid in substituting for others is needed. A

minimum of two Saturdays per month and two evenings until 8:00 PM per week are required. More night and weekend hours may be required.

The Clerk must be dependable, reliable, accurate, neat, decisive, punctual, have initiative, and good judgment.

Strong clerical skills including typing, filing, use of proper grammar, spelling, etc. are required.

Must possess a valid California driver's license.

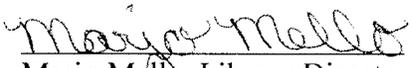
**EDUCATION AND EXPERIENCE:** The City of Brawley requires graduation from high school, GED, CHSPE or other equivalency. An Associate's degree and/or certificate in Library Science technology is preferred, but a combination of education, training, and experience will be considered.

**WORKING CONDITIONS:**

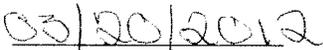
**ENVIRONMENT:** A typical office environment is the primary workplace. There are 22 computer workstations and 10 laptops to work with and assist staff and patrons with. The library environment has high and low shelves, public areas, etc. The circulation desk is at standing height and most of a four or eight hours shift may be spent standing.

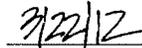
**PHYSICAL DEMANDS:** Physical requirements for this job include but are not limited to: The Clerk must be able to bend to bottom shelves, reach to high shelves, use steps or ladders, lift boxes of books weighing up to 30 pounds, push full book carts, and other physical motions that are required for this position. Saturday shifts are eight full hours and most of the time will be spent standing, walking, etc. Computer keyboarding and typing are required at a minimum speed of 35 wpm.

Approved:

  
Marjo Mello, Library Director

  
Rosanna Bayon Moore, City Manager

  
Date

  
Date