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:	**March 12, 2018 by 5:00 PM**

(Posted 03/01/2018)

CITY OF BRAWLEY

CLASS TITLE: Library Part-time Supervisory Clerk

BASIC FUNCTION:
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. 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. These duties are applicable for the main library and the branch.
   - 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 for processing overdues, ILLs, etc.
   - Coordination with Del Rio staff for their class visits and to accommodate their classroom or other needs
   - The branch supervisor 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, 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 located within the Imperial County. 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.
   - Assist patrons with electronic devices
   - 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 advisory group 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:
   - 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 required
   - Supervising volunteers and program personnel are needed

6) **Other areas of duty** may include:
   - Bulletin board displays
   - Book displays
   - Bibliography and webliography 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:

- In order to help patrons, knowledge about and ability with standard Microsoft products such as Word, Excel, PowerPoint, etc. is required. Knowledge of how personal electronic devices such as tablets and smartphones work along with their various applications are also required. Knowledge of multiple operating systems is a plus.
- Communicate and work effectively with supervisors, staff, and the public

ABILITY TO:

- Training will be critical for the clerk. Many workshops are available on many applicable subjects such as story times, basic reference interview, etc. CPR and first aid classes will be held. Supervisors are also legally required to attend workplace harassment and other workshops
- The California State Library is the funding source for the literacy portion of the position. Strict regulations, reports, statistics must be maintained and submitted on time for continued funding
- This job will require some travel to literacy conferences, meetings, and to make outreach presentations. Local, in-state and overnight travel may be required and standard City policies will be followed. Travel between the branch and main library will be required. If no city vehicle is available, mileage will be paid according to City policies

EDUCATION AND EXPERIENCE:

- **Strong English skills are required**. Complete literacy in English reading, speaking, and writing are critical to this position. Bi-lingual in English and Spanish is desirable.
- Graduation from high school, GED, CHSPE or other equivalency. An Associate's degree and/or library technology certificate is preferred, but a combination of education, training, and experience will be considered.
- Two years experience with multiple computer operating systems and the ability to connect handheld electronic devices to the internet.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment is the primary workplace
- High and low book selves
- Multiple computer locations including laptops

PHYSICAL DEMANDS:

- Drives city vehicles
- Must be able to lift up to 30 lbs.
- Must be able to push carts, bend, stoop, climb steps and/or ladders
- Must be able to hear patrons in person and telephonically and read printed text, read computer text, etc.

Accommodation can be requested.