



**Mansfield/Richland County  
Public Library**

Equal Opportunity Employer

**VACANCY POSTING  
& JOB DESCRIPTION**

**Clerk II – Acquisitions  
Clerk**

**Applications will be accepted until 5:00 p.m. on Thursday, September 30, 2021.**

Applications can be found on our website [www.mrcpl.org/about/employment/](http://www.mrcpl.org/about/employment/) or at any MRCPL location. Please print, complete and submit application with current resume to any branch location or to the Business Office, 43 W Third St, Mansfield OH 44902.

**This part time position is scheduled 20 hours per week.**

<b>Reports to:</b>	Acquisitions Manager	<b>FLSA Status:</b>	Non-exempt
<b>Pay Grade:</b>	11; \$11.84/hr to start	<b>Location:</b>	Main Library

**Positions Supervised:** None

**POSITION SUMMARY:** Under direct supervision of the Acquisitions Manager, the Acquisitions Clerk performs a variety of tasks related to the acquisition and processing of materials according to the specific needs and established procedures of the department including preparing and transmitting orders, receiving new materials, processing new materials, distributing new materials to the appropriate locations, and preparing discarded materials for distribution to other vendors or locations.

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Clerical work experience, with knowledge of general office practices and experience using basic office equipment is preferred
3. Willingness to work with the public
4. Experience working both independently and in a team environment
5. Basic computer skills and ability to use Microsoft Office, internet and email
6. Ability to read, write, speak and understand English
7. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours
8. Physical requirements: Engage in extended periods of sitting, typing and viewing computer monitors, standing, walking, bending, stooping, stretching, twisting/turning. Engage in intermittent periods of climbing stairs, lifting and carrying equipment and materials occasionally weighing 40 - 60 pounds and pushing loaded book trucks weighing 75 - 100 pounds or more and pushing mail cart, weighing 48 - 100 pounds, to deliver mail throughout Main Library on tile and carpet and outside of Main Library to adjacent buildings in all

weather conditions. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment. Must be able to operate the scissor lift and dock door.

9. Favorable results of pre-employment background check.
10. Reliable transportation in order to meet work requirements.
11. Required at time of hire: proof of eligibility to work in the United States.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Library and departmental policies, procedures and operations, including emergency response (acquired after hire)
2. Knowledge of safe work practices and safe lifting techniques (acquired after hire)
3. Knowledge of Dewey Decimal System and alphabetization principles (acquired after hire)
4. Ability to analyze and solve problems
5. Ability to sort, file and read numbers and letters alphabetically and numerically
6. Ability to use a variety of office equipment and machinery
7. Knowledge of computer applications used by the library (acquired after hire)
8. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
9. Ability to understand and follow specific instructions, both verbal and written
10. Ability to work independently in the absence of close supervision
11. Ability to prioritize work and efficiently carry out assigned tasks and projects
12. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested
13. Ability to remain mentally alert, focusing attention on detail and accuracy
14. Skill in exhibiting an attitude of professionalism including tact, good judgment, dependability, and courtesy

### **ESSENTIAL CORE COMPETENCIES**

***All MRCPL employees are expected to continuously demonstrate the following:***

1. Basic computer skills with demonstrable ability to use applications in Windows environment including Microsoft Office products, internet use and email
2. Ability to efficiently, effectively and positively meet the library needs of internal and external customers
3. Ability to use good judgement and common sense when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public
4. Ability to communicate effectively, both orally and in writing
5. Ability to adapt and adjust to changing situations
6. Ability to troubleshoot and correct basic technology problems
7. Awareness of community events, resources, attractions and demographics
8. Understanding of applicable local, state and federal laws and the ability to communicate this information to staff and customers and ensure the Library's compliance
9. Knowledge of and ability to use the content of the Library's website, online catalog and Integrated Library System
10. Awareness of the attributes and library needs of particular customer groups and the ability to apply that knowledge through materials, services and programming

11. Understand and support the Library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual (Intellectual Freedom)
12. Ability to identify and prioritize work needs
13. Ability to establish and maintain effective working relationships with supervisor and other staff members and work collaboratively with others to achieve organizational goals and objectives
14. Knowledge of and compliance with the Ohio Ethics Law and the Code of Ethics and values of the Library
15. Ability to promote and support the fundamental purpose of the public library, its mission, vision, culture and structure

**ESSENTIAL TASKS AND RESPONSIBILITIES:**

*Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.*

1. Consistently provide superior customer service.
2. Exhibit professional, courteous and approachable demeanor at all times.
3. Handle multiple interruptions at once, sustaining productivity and accuracy.
4. Transmit orders for system wide materials using various ordering systems.
5. Unpack shipments of new materials, matching titles and quantities to packing slips.
6. Check prepared materials for accuracy.
7. Acquire detailed knowledge of, and correctly use, the ILS acquisitions module.
8. Sort and deliver incoming mail throughout the Main Library and outside adjacent buildings in all weather conditions.
9. Answer the door and receive and sign for general deliveries to the library.
10. Operate scissor lift in dock area, following safety protocols.
11. Accurately sort by alphabetical and Dewey Decimal order for distribution to appropriate locations.
12. Prepare new materials of all formats for circulation following appropriate procedures and utilizing appropriate processing supplies.
13. Process discarded and donated materials for distribution to other vendors and locations, as directed.
14. Maintain inventory of processing supplies.
15. Prioritize tasks in order to expedite the distribution of new materials to customers.
16. Follow departmental procedures and address issues related to them.
17. Provide basic directional assistance to customers.
18. Assist with maintaining the quality of all library items, including inspecting, cleaning, evaluating, and resolving issues with those items.
19. Maintain various paper files, as assigned.
20. Assist with opening and closing procedures, as assigned.
21. Record daily, weekly, monthly statistics, as assigned.
22. Maintain regular and predictable attendance.
23. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months of on-the-job experience and training.

**ADDITIONAL TASKS AND RESPONSIBILITIES:**

*Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.*

1. Adhere to, support and effectively implement Administration and Board policy, procedures and core values
2. Receive and process periodicals and serials.
3. Assist with special projects, miscellaneous clerical duties, and backup tasks as assigned.
4. Make occasional recommendations for titles to be added to the collection.
5. Occasionally make minor repairs to damaged items.
6. Occasionally assist with staff training.
7. Attend meetings as scheduled by the Acquisitions Manager.
8. Attend Staff Development Day, and additional workshops and seminars as assigned.
9. Perform additional tasks as required by the upward chain of command, which moves from the Acquisitions Clerk to the Acquisitions Manager to the Collection Resources Coordinator to the Director.