



Mansfield/Richland County
Public Library

VACANCY POSTING
& JOB DESCRIPTION
Acquisitions Clerk

Applications will be accepted until 5:00 p.m. on Tuesday, September 22, 2026.

Complete an online application on our website: www.mrcpl.org/about/employment

Application forms are also available and accepted at all MRCPL locations.

This is a 40 hour per week position.

Reports to:	Collection Resources Coordinator	FLSA Status:	Non-exempt
Pay Grade:	11; \$14.80/hr to start	Location:	Main Library

Positions Supervised: None

POSITION SUMMARY: Under direct supervision of the Collection Resources Coordinator, the Acquisitions Clerk performs a variety of tasks in the Acquisitions Department. These tasks include receiving, processing and distributing new materials to the appropriate locations. Additional tasks include receiving deliveries to the Library and delivering mail to various departments in the Main Library Building.

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.

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| 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:

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| 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 TASKS AND RESPONSIBILITIES:

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

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| 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. Unpack shipments of new materials, matching titles and quantities to packing slips. |
| 5. Check prepared materials for accuracy. |
| 6. Acquire detailed knowledge of, and correctly use, the ILS acquisitions module. |
| 7. Sort and deliver incoming mail throughout the Main Library and outside adjacent buildings in all weather conditions. |
| 8. Answer the door and receive and sign for general deliveries to the library. |
| 9. Operate scissor lift in dock area, following safety protocols. |
| 10. Accurately sort materials by alphabetical and Dewey Decimal order for distribution to appropriate locations. |
| 11. Prepare new materials of all formats for circulation following appropriate procedures and utilizing appropriate processing supplies. |
| 12. Maintain inventory of processing supplies. |

13. Prioritize tasks in order to expedite the distribution of new materials to customers.
14. Follow departmental procedures and address issues related to them.
15. Provide basic directional assistance to customers.
16. Assist with maintaining the quality of all library items, including inspecting, cleaning, evaluating, and resolving issues with those items.
17. Assist with opening and closing procedures, as assigned.
18. Deliver mail throughout the Main Library campus.
19. Maintain regular and predictable attendance.
20. 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 Collection Resources Coordinator.
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 Collection Resources Coordinator to the Director.