



**Beaver County, Pennsylvania
Job Description**

Job Title: Administrative Clerk II	Department: Library Commission
Reports to: Extension Services Manager	Effective Date: 2001
Classification: Non-Exempt (#1005, 1006, 1007) 35 hour workweek Grade 3	Revision Date: 12/2025

Job Summary

This is a public service position responsible for providing in-library services and supporting outreach activities. The position assists patrons, processes library materials, supports circulation desk functions, and provides basic assistance with outreach-related tasks. Work is performed under the supervision of the Extension Services Manager or Library System Director. Duties may be performed at Chippewa Branch Library, Headquarters, and various outreach locations.

Essential Functions

This job description is not designed to cover a comprehensive list of duties or responsibilities that are required. Essential functions may change, or new ones may be assigned at any time with or without advanced notice that are a logical assignment to the position.

- Assist patrons with basic library services, including answering questions, locating materials, and using library equipment.
- Perform circulation functions using the automated library system, including checking materials in and out, processing holds, issuing library cards, and collecting fines and fees.
- Maintain a welcoming, customer-service-oriented environment, shelve materials, and maintain order in library areas.
- Prepare materials for outreach services, including packing and unpacking items for delivery to senior centers, day care centers, and other locations, and perform outreach activities such as attending events to promote library services.
- May plan, organize, and support library programs, activities, and events as assigned.
- Process and fulfill requests for library hour flyers, van labels, policies, barcodes, and other routine supplies.
- Assist with maintaining library statistics and simple reports.
- Drive vehicle to outreach locations as required.
- Perform other duties as assigned by the Library System Director to ensure the efficient operation of the Beaver County Library System.
- Must be willing to work a flexible schedule including evenings and Saturdays if needed.

Minimum Training, Education and Experience

High school diploma or equivalent. Customer-service skills and ability to work with the public. Basic computer skills and ability to learn library software; knowledge of library procedures highly desirable. Ability to organize work, follow direction, and work cooperatively with staff and patrons. Valid PA driver's license required. PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background check required.

Performance Aptitudes

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Physical Responsibility: Ability to lift, move materials and equipment up to 30 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer that provides equal employment opportunities to applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.

Reviewed and Approved

Date

Employee

Date

Supervisor

Date