**Purpose:**Performs basic library services and clerical work in the Library. Performs all other related work as required.

**Essential Functions:***(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Reshelves books returned to the library by patrons or through the inter-library loan system in the adult and children’s areas.

Using the Dewey Decimal system for on-fiction items and an alphabetical system for fiction, books on compact disc and videodiscs, keeps things in proper order.

When re-shelving is completed, reads, and reorganizes the bookshelves if necessary.

Helps maintain the organization of the collections.  
Working with a “pull holds request” report, collects items to be sent in transit to other libraries. Responsible for organizing the materials in bins and preparing them for shipment.

Prepares signage, arranges displays and reports any areas of the library that may require repair or upkeep to the Library Director.

Covers the front desk at times to check out patrons, place holds, orders, and issues library cards and updates information.

Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

*Supervision Scope:* Performs routine work which involves the exercise of judgment and initiative.

*Supervision Received:* Work is performed under the supervision of the Library Director.

*Supervision Given:* None.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School diploma or equivalent; customer service experience preferred; or any equivalent combination of education and experience.

*Special Requirements:*   
None.

*Knowledge:* Knowledge of modern library procedures. Knowledge of catalogue and shelving practices and the Dewey Decimal system.

*Abilities:* Ability to interact in a positive and effective manner with employees and public and to work independently. Ability to speak clearly. Ability to alphabetize and perform inventory control. Ability to work effectively both independently and with others as required. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment and to understand and use office computer software. Ability to do repetitive work. Ability to manage multiple tasks in a prompt, efficient manner.

*Skills:* Excellent oral communication and customer service skills. Computer and accurate typing speed.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Operates objects, tools, or controls; picks up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

* Work is performed under typical office and library conditions; the noise level is moderate at times. Library hours will require weekend work.
* Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.
* Employee has frequent contact with the public and library staff. Contacts are primarily in person, and occasionally by phone.
* Has access to some department-related confidential information, including patron records.
* Errors could result in reduced levels of service, and adverse public relations.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*