LIBRARY PAGE

DEPARTMENT	FLSA STATUS
Library	Non-Exempt

JOB SUMMARY:
Supports library operations by shelving materials, preparing materials for circulation and archiving, performing data entry, and providing customer service.

REPORTS TO:
Assistant Library Director

SUPERVISES:
None.

ESSENTIAL DUTIES: (These duties are a representative sample of duties. Position assignments may vary.)	**Frequency**
1. Shelves materials within the appropriate section in accordance with applicable shelving procedures.	40%
2. Empties and retrieves books from book drops; checks them into applicable library systems; and places items in the appropriate location based on their status upon check-in.	30%
3. Maintains library materials by applying protective covers. Utilizes lamination and sealing equipment.	20%
4. Provides assistance to patrons by responding to questions relating to defined library operations. Escalates reference and related questions to other library staff.	10%
5. Performs other duties of a similar nature and level as assigned.	n/a

TRAINING AND EXPERIENCE:
No specific education or experience needed

LICENSING/CERTIFICATION REQUIREMENTS:
• None.

ADDITIONAL CITY REQUIREMENTS:
• A pre-employment physical examination is required.   • A pre-employment drug test is required.

KNOWLEDGE AND SKILLS: The individual must possess the following knowledge and skills or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

KNOWLEDGE:	**SKILLS:**
• Shelving practices.	• Shelving materials.
• Applicable office equipment.	• Utilizing applicable office equipment.
• Customer service practices.	• Providing assistance to patrons.
• Applicable computers and software.	• Operating computers and software.
• Applicable local, state, and federal laws, rules, and regulations.	• Applying communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, and the general public, sufficient to exchange or convey information and to give and receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working Conditions: Incumbents typically work in an indoor, office environment or facility.

CLASS HISTORY INFORMATION:

Prepared by: Gallagher Benefit Services, Inc.
Date: 11/13/2020

Updated by:
Date:

ACKNOWLEDGEMENTS:

This job description is intended to represent only the key areas of responsibilities; specific position assignments may vary depending on the business needs of the department.

 1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities within current guidelines as established by law. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

4. The City reserves the right to change or reassign job duties or combine positions at any time.

I have read the job description and acknowledge the requirements of the job as listed above.

Employee Signature:

Date: