

LIBRARY PAGE

Basic Functions

Perform sorting and shelving functions of all library materials. Maintain bookcases, CD Books and DVD's, study rooms, reading areas, and meeting rooms in a neat and orderly condition. This position reports to and receives direction from the Branch Manager or Lead Librarian.

Duties & Responsibilities

- Empty all book drops
- Assist librarians and perform other related duties as assigned
- Clean all returned library materials
- Shelf material appropriately using the Dewey Decimal System
- Label and wrap new materials as needed
- Follow oral and written instructions
- Establish, maintain and foster positive communication and relationships with staff and patrons

Knowledge of:

- Alphabetizing
- Principles and practices of working safely

Ability to:

- Communicate effectively with staff and patrons
- Understand and perform routine library procedures (including opening and closing protocols)
- Ability to maintain a regular work schedule
- Ability to work independently to complete assigned tasks

Experience:

- No prior or some work experience

Education/Training:

- No specific requirements except those obtained through general life experience
- High School students preferred

Working Environment:

- Minimal exposure to undesirable working conditions or exposure; work evening and weekend hours as assigned

Physical Activities:

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, kneeling, crouching, squatting, stooping, twisting upper body and lifting an average of 25 lbs.; pushing and pulling loaded book carts.

NOTE: Nothing in this position description should be construed as an employment contract. The Fremont County Library System Board of Directors reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.