



Job Description:

Under supervision this position helps shelve and organize library collection materials and otherwise helps prepare the library facilities for program use. The employee also empties the book drop and makes sure all the doors are locked at the end of the day.

Core Accountabilities:

- Be able to read and understand English;
- Understand how to shelf books in the library;

Essential Knowledge:

- Enrollment in or graduation from high school or equivalent;
- Basic understanding of technology that is used by customers to retrieve information and e-content.

Essential Skills:

- Knowledge of customer service desk procedures and policies
- Know how to issue library cards
- Know how to use the cash register and credit card machine;
- Know how to assist patrons with printer/copiers, public computer and laptops;
- Be able to follow written or oral instructions
- Know how to work and communicate well with a diverse population.

Preferred Skills:

- Experience working in a customer service position;
- Experience in a retail, educational, or library environment;
- Creative skills in crafts, music, gaming or art a plus!

Essential duties require the following mental and/or physical ability too: Work in an indoor environment; safely drive to various locations; grasp, perform repetitive hand movements and fine coordination to prepare documents using a computer keyboard and mouse/trackball, use standard office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily library activities; reaching over head for the shelving of materials and the pushing and ;pulling of book carts; converse by telephone, in person and too small or large groups and be clearly understood; interact with the public in a professional manner; and safely lift, carry and maneuver books, office supplies and equipment, or documents weighing up to fifty (50) pounds. Essential functions must be performed with or without reasonable accommodation.

Probationary Period: Six Months

Hourly: \$7.25

Reports to: Branch Manager