Classification: Temporary/hourly employee

Reports to: Area Supervisor/Library Director

Supervises: Volunteers, as assigned

Pay: $9.25

Hours: 10

Schedule: Two hours/day, five days/week

Job Summary: Performs routine collection management tasks; provides support for library services.

Primary responsibility tasks:

1. Shelve
2. Item retrieval
3. Assist with library shelf displays
4. Read/organize shelves
5. Prepare new items for circulation

Duties and responsibilities may include, but are not limited to, the following:

* Performs routine collection maintenance tasks as assigned.
* Supports and promotes library programs and outreach activities.
* Implements special projects as assigned by supervisor or library director.
* Performs other duties as assigned.

Job requirements:

* Valid driver’s license and available, reliable transportation.
* Ability to maintain a positive attitude of customer service and team spirit, even under trying circumstances.
* Ability to communicate effectively and with professionalism, both with the public and with other members of staff. Communication skills must be evident in oral and written forms with proper usage, spelling, and grammar.
* Ability to acquire and maintain a working knowledge of current general principles, methods, and practices of public library operations, and of TDL’s specific policies and procedures.
* Ability to acquire and maintain an understanding of library services, materials, and technology sufficient to answer patrons’ directional, informational, or readers’ advisory questions.
* Ability to operate all equipment connected with job duties without direct supervision.
* Ability to consistently and accurately type at 35 wpm or higher.
* Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to TDL policies, procedures, and professional practices.
* Visual acuity and physical skills necessary to retrieve and maintain library materials, operate library equipment/technology, and interact with patrons and staff.
* Ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
* Hearing ability to answer telephone and patron inquiries.

This job description is intended to describe the general nature and level of work performed. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Temporary modification to provide reasonable accommodation does not waive essential functions of the job requirements.

Primary responsibility tasks:

1. Prepare check-ins: hourly drop box & shipments (pack/unpack bags)
2. Shelve
3. Pull paging lists
4. Check late notices
5. Check bulletin board (dates, initials, etc.)
6. Refresh shelf displays
7. Read shelves
8. UX library stacks and entrance areas

Shared responsibility tasks: Shared with: Desk staff

1. Opening procedures
2. Library displays
3. Readers’ advisory projects
4. Closing procedures

Signed:

Employee Date

Director Date

Reviewed and revised:

Reviewed and revised:

Reviewed and revised:

Reviewed and revised: