

JOB TITLE:	Library Assistant
POSITION TYPE:	Part Time
JOB DESCRIPTION:	Patron Services
REPORTS TO:	Manual & Clerical library work
HOURS:	Up to 20 hours per week
BASE PAY:	\$8.00

Job Purpose:

Sorting and shelving library materials and performing other tasks as assigned. Assist library staff at the public service counter

DUTIES

The duties for this position include, but are not limited to, the following:

- Sorting and shelving all library materials
- Empty book drops
- Check contents for returned items
- Shelf reading
- Shift collections as necessary
- Closing and cleanup procedures
- Attending meetings
- Participate in training/orientation sessions
- Prepare items for circulation
- Collect and record fines and fees
- Answer the phone
- Assist patrons
- Attend staff meetings
- Other duties as assigned

SKILLS REQUIRED:

- Must be able to File of library materials alphabetically and numerically
- Must be functional in Math and Spelling
- Must be able to push and pull loaded book carts
- Must be able to bend, stretch, and kneel
- Must be able to climb on, balance on a kick stool
- Must be able to communicate verbally and in writing with other library staff and the public
- Must be able to follow verbal and written instructions
- Must be able to work without direct supervision
- Must have an interest in the mission & Goals of the library
- Must have an understanding and interest in upholding the library's policies including the Library Bill of Rights

- Must be friendly and polite with the public and other staff

SPECIAL WORKING CONDITIONS

- Work is performed primarily in a library environment while standing at a counter or shelving books for extended periods of time.
- Physical exertion may be required to lift office supplies and library materials from overhead and from the floor
- Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records.

MINIMUM QUALIFICATIONS

- High School diploma, or equivalent, or currently enrolled in high school
- Must be available to work evenings and weekends as required (16 years or older)
- Must agree to library confidentiality policy and other employee policies.
- Word processing and general computer skills
- Must be willing to work with others and be cooperative with all library staff

Adopted by the Orange City Public Library Board of Trustees: 1/2012 Revised: 1/20/2015