



JOB DESCRIPTION

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| JOB TITLE: | Page |
| HOURS: | Part-time (up to 18 hours per week) |
| REPORTS TO: | Branch Librarian or Other Assigned Staff |
| HOURLY RATE: | Minimum wage |

JOB SUMMARY

Under supervision of the Librarian or other Library staff, this position has the responsibility for performing routine tasks such as; greeting patrons, answering phones, limited circulation desk assignments, shelving library materials, filing and organizing, basic computer functions and assisting/directing patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following include, but are not limited to:

- Shelf library materials accurately in the prescribed sequence.
- Straighten shelves in a neat and orderly manner.
- Search library shelves for materials and retrieve as requested.
- File materials.
- Organize, sort and distribute materials as requested.
- Work at circulation desk and greet patrons.
- Perform basic computer tasks as directed by the supervisor.
- Assist patrons as directed by the supervisor.
- Assist with programs and special events as assigned by supervisor.
- Maintain and update material as requested by supervisor.
- Operate general office machines such as copiers, scanners, laminating and fax machines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of alphabetical and numerical sequences.
- Knowledge of basic computer skills.
- Ability to read, write and speak clearly.
- Ability to understand and follow written and verbal directions.
- Ability to work cooperatively with co-workers and the public.

EDUCATION, TRAINING AND EXPERIENCE

- High School diploma and/or equivalent or working toward high school diploma.
- Must be at least 14 years of age (with appropriate work/school permit).
- No specific prior work experience is necessary.

WILL BE REQUIRED TO

- Work a flexible schedule as needed.

WORK ENVIRONMENT

The location of the work site is a branch of the Genesee District Library System. The noise level and environment is usually quiet and work is performed indoors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move equipment up to fifty (50) pounds. Specific vision and hearing abilities are required by this job.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. The tasks are not to be construed as an exhaustive list of all job duties performed by those in this classification.

SPECIAL REQUIREMENTS

Possession of a working permit, if applicable.

Prepared: July 14, 2014/JE