GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position is responsible for processing all print and audio-visual material for Library Branches. Reports to the Senior Information Services Specialist.

ESSENTIAL JOB FUNCTIONS

Processes and prepares all library materials before being released to the Branches; stamps each item, applies call numbers, specialty stickers and branch stickers; covers hardcover and paperback books; re-cases DVD’s as necessary; operates disc cleaning and polishing machine for audiovisual materials.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Library Administration – Some knowledge of Dewey Decimal system and alphabetical filing. Some knowledge of the principles, methods and practices of Library Science.
- Customer Service – Some knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services.

REQUIRED SKILLS

- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management.
- Time Management – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication – Ability to effectively listen and understand information and ideas being presented verbally and in writing.

EDUCATION AND EXPERIENCE

Must be at least 16 years old.
ADDITIONAL REQUIREMENTS

Requires an acceptable general background check to include a sex offender registry check.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.