

Job description:

- Empty drop box
- Sort and load carts for shelving
- Shelve and shift library materials
- Review library materials to be sure they are in the proper order on shelves (shelf read)
- Keep public areas of the library tidy (put puzzles away, push chairs in, etc.)
- Open/sort incoming boxes of books and supplies
- Manage printer cartridge recycling
- Water plants
- Keep public and staff copier/printer paper filled, track paper usage
- Place used books on shelf to be counted for in-house use
- Cut scrap paper
- Assist patrons with copy machine, computers, and print station, as needed
- Assist with opening/closing procedures
- Assist with projects as needed
- Other duties as assigned

Job Requirements:

- High school diploma required; some college preferred
- Knowledge of alphabetical, numerical and decimal system of arrangement
- Problem solving skills
- Enthusiastic, friendly and approachable
- Strong organizational skills and attention to detail
- Ability to adapt to changing procedures and situations
- Knowledge of internet and computer related technology
- Strong verbal, written and interpersonal communication skills
- Physical mobility, vision, hearing and manual dexterity essential
- Ability to bend, squat, reach down and overhead, stand and sit for periods of time
- Ability to lift and/or carry objects weighing up to 20 lbs.
- Ability to push and pull heavy book carts

Reports to: Assistant Director

6/2018