Reddick Public Library District

JOB DESCRIPTION

TITL E: Page
CLASSIFICATION: Part-time, Non-Exempt
REPORTS TO: Technical Services Coordinator

SALARY REVIEW: Annually

Duties:

• Sorts and moves fully loaded, double-sided book carts throughout the library in order to shelve print and non-print materials.
• Shifts books as necessary.
• Reads shelves as assigned.
• May answer directional questions; refers other patron questions to appropriate staff.
• Retrieves materials from outside book drop.
• Follows assigned cleaning schedule.
• Follows opening and closing procedures.
• Performs other duties as assigned to ensure quality service to patrons and efficient library operations.

Qualifications:

• Must be 16 years of age or older to apply. Graduation from, or current enrollment in, high school and demonstrated ability to perform essential job functions.
• Must be able to work evenings and weekends.
• Ability to file accurately, both numerically and alphabetically.
• Ability to follow oral and written instructions.
• Ability to work independently once familiar with procedures.
• Ability to stand for prolonged periods of time.
• Ability to bend, lift and carry up to 40 lbs.
• Ability to relate to co-workers and the public in a positive and responsive manner.