

# Cleve J. Fredricksen Library

## Job Description

### Circulation Page

**Part time**

**Non-exempt**

**Updated: 3/4/201; 4/30/2012**

**Job summary:** Performs shelving, shelf maintenance and a variety of other duties related to the organization and retrieval of library materials; works under the direct supervision of the circulation services manager.

### **Essential Functions:**

1. Checks in materials with high accuracy
2. Assists with the routing of materials to and from libraries
3. Shelves library materials using correct shelving procedures and shifts materials as necessary
4. Shelf reads materials as assigned
5. Answers routine directional questions and refers reference, informational or reader's advisory to appropriate staff members
6. Assists with opening and closing procedures as needed
7. Helps to maintain overall library appearance by filling displays and maintaining a neat and clean area
8. Participates in and strengthens library and branch teams
9. Cross trains as a children's page for substitution purposes
10. Other projects and responsibilities may be added at the supervisor's discretion

### **Required Knowledge, Skills, and Abilities:**

1. Knowledge of the Dewey Decimal System and the basic principles of library organization
2. Ability to sort materials in appropriate alphabetical or numerical order and place materials on shelves in accurate order
3. Effective communication skills
4. Ability to work with minimal supervision

### **Education:**

- Ninth grade education
- No previous experience required

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### **Physical and Environmental Conditions:**

Work regularly demands light physical effort in the handling of materials, boxes, carts, or equipment, as well as manual dexterity and visual acuity when working with a computer. Regularly lifts and carries books and materials weighing as much as 30 pounds; regularly pushes and pulls carts; regularly bends and reaches for books on top and bottom shelves; regularly uses repetitive movements and views small print when assisting patrons with searches on the computer. Work may require standing for extended periods of time.

The work environment involves everyday risks which require normal safety precautions typical of such places as offices, meeting rooms, and libraries, e.g., the safe use of work place practices with office equipment, avoidance of trips and falls, and observance of safety regulations.

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This document describes the position currently available. It is not an employment contract. The Cleve J. Fredricksen Library and East Pennsboro Branch Library reserve the right to modify job duties or job descriptions at any time.  
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.