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FLSA: Non-Exempt, Non-Union

Job Purpose and Summary

Performs a variety of routine clerical tasks, including sorting and shelving library materials; assisting library customers with basic circulation tasks; and assisting other library staff members with copying, collating, and other materials handling activities.

Supervision Received and Exercised

Receives immediate supervision from assigned management and supervisory staff; may receive indirect supervision from professional, paraprofessional, clerical, or technical staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Sorts, revises, shelves and shifts books and other library materials according to the appropriate filing system; checks materials for wear and tear; does light repair and cleaning as necessary.
2. Performs shelf reading and reorganizes shelves for correct location of materials and for attractive appearance of shelves.
3. Checks in materials from book drops and from other library locations; checks out library materials to library customers; performs circulation routines as backup to library clerks for limited periods of time.
4. Assists library customers in person and on the telephone; directs library customers to requested areas of the library or refers them to appropriate personnel for assistance; provides basic information to the public on library policies and procedures.
5. Assists library customers with the use of a variety of equipment including computers, printers, microfilm readers, photocopiers; demonstrates correct use of equipment and assists customers if problems with equipment arise. Assists with signup or registration process for the use of library computers and other equipment.
6. Monitors condition of equipment; maintains equipment by refilling supplies, cleaning and making minor adjustments; reports major equipment problems to supervisor.
7. Performs opening and closing duties; keeps public area picked up and neat, returning materials to appropriate locations; turns equipment on and off; prepares meeting rooms or designated areas for special programs. Cleans up room after a program.
8. Photocopies, collates, and staples document; distributes materials to branches.
9. Assists with Summer Reading Program by tracking participants and finishers, stocking and distributing prizes, assisting program participants and their families, and keeping

statistics.

10. Assists with library decorations, craft activities and other programs.
11. May run errands to pick up or delivery items from administrative office.
12. Performs other duties as assigned.

Qualifications

If employee is under the age of 18, a parent/school authorization form must be completed.

Knowledge of:

1. Basic alphabetical and numeric filing methods.
2. Basic mathematical principles

Skill in:

1. Typing, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.

Ability to:

1. Gain thorough knowledge of Mid-Columbia Libraries' (MCL) policies, procedures and programs.
2. Represent MCL in a positive, responsive manner to the public.
3. Learn the principles and practices of basic library work, including the Dewey Decimal System.
4. Perform alpha/numeric filing accurately.
5. Learn and utilize the Dewey Decimal System and other filing or shelving systems used by MCL.
6. Understand and follow written and oral instructions, asking questions if unclear.
7. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.

8. Work and communicate effectively with diverse staff in order to accomplish library and work unit goals and objectives
9. Learn to operate public computers, printers, microfilm readers and other library equipment and to assist library customers in the use of library equipment.
10. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
11. Bend, kneel, reach, and climb in retrieving and shelving materials; work on one's feet during most of the working hours.
12. Work evenings and weekends.
13. Obtain a valid Washington driver license, if required.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Moderately strenuous physical activity including bending, kneeling, reaching, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.
3. Occasional periods of typing at a keyboard.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with MCL staff and library customers.

January 1, 2006