

LIBRARY AIDE/SHELVER

Supervisor

Hatch Public Library Director

Typical Responsibilities of Position

Reshelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

Duties/Examples of Work

1. Performs alpha-numeric sorting and filing tasks.
2. Arranges returned materials on book trucks and reshelves them in proper order.
3. Shelfreads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
4. Empties bookdrop and takes returned items to the proper place for checking in.
5. Answers directional questions and refers non-directional questions to appropriate staff member(s).
6. Prepares, repairs, or reconditions library materials.
7. Assists with checking materials in and out.
8. Sorts and routes mail, periodicals and other library materials.
9. Assists with library programs and displays.
10. Performs light housekeeping.
11. Performs other related work.

Knowledge and Abilities

1. Ability to communicate effectively with staff and public.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
7. Ability to understand and perform assigned library procedures.
8. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors
9. Working knowledge of English grammar and spelling.

Physical Demands of the Position

1. Ability to work in confined spaces
2. Bending/twisting, reaching and feeling.
3. Climbing: ascending and descending short footstool.
4. Handling: picking up and shelving books.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 300-400 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling and crouching.

8. Talking, hearing; use of the telephone.
9. Far vision at 20 feet or further; and near vision of 20 inches or less.
10. Fingering: typing, writing, filing, sorting.

Mental Requirements

1. Ability to apply technical knowledge
2. Ability to deal with abstract and concrete variables
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Communication Skills: effectively communicate ideas and information both in written and verbal form.
5. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
6. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
7. Time Management: set priorities in order to meet assignment deadlines.

Environmental Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment.

Equipment Used

1. Book cart for transporting materials to proper areas for reshelving, typewriter, copy machine, microfilm reader/printer, fax machine, telephone, computer equipment.

Education and Experience

1. Education equivalent to junior in high school
2. Eligible for a child labor permit, if required.
3. Keyboarding skills
4. No experience required.

Revised: November 28, 2005