

LIBRARY PAGE

DISTINGUISHING FEATURES OF THE CLASS: The work includes shelving of library materials, shelf maintenance, and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sorts, shelves, relocates and searches for library materials;
Reads shelves for accuracy of order, re-shelving materials as needed;
Checks library materials in and out;
Provides simple directional information to patrons;
Clears study tables and keeps furniture in order;
Dusts or cleans materials;
Assists patrons in use of A/V equipment;
Does simple mending of library material;
Assists in preparation of displays.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and carry out simple oral and written directions;
Courtesy, good judgment, accuracy, and orderliness;
Ability to sort material in alphabetic or numeric order;
Ability to lift objects such as books, supplies and files;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.