

Page

JOB TITLE: Page

FLSA STATUS: Non-exempt

GRADE: 32

DEPARTMENT: Public Services

APPROVED DATE:

REVISED DATE: 04/2021, 02/2022

Job Summary

Performs sorting, shelving, locating, materials movement, and library support tasks at a community library to contribute to its effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Provides effective and efficient library support services to include shelving and retrieving materials, collecting and sorting by classification returned materials from book drops and circulation areas.
2. Performs basic circulation support duties, other than direct customer service.
3. Assists in maintaining the library's shelved materials areas and reading rooms in neat, clean, and orderly condition.

4. Assists with shelf readings as assigned.
5. Assists with general clerical support to include assisting with the operation and maintenance of equipment as well as photocopying and distributing materials.

Additional Duties and Responsibilities

1. Performs data entry as assigned.
2. Trains new staff as needed.
3. Attends meetings, trainings, and workshops as assigned.
4. Assists with special projects as required.
5. Performs other duties as assigned.

Supervision

The position reports to a Supervising Public Services Assistant or Library Circulation Supervisor. Supervision of the work of others is not a normal part of the position's work.

Knowledge, Skills, and Abilities

1. Basic knowledge of library policies & procedures, and services.
2. Knowledge of alpha and numeric systems for arranging library materials.
3. Basic customer service skills.
4. Strong organization and attention to detail.
5. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
6. Ability to work cooperatively and maintain effective interpersonal skills with others.
7. Ability to communicate effectively with diverse audiences.
8. Ability to work independently and set priorities.
9. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word and Excel, electronic databases, email, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. High School diploma or GED preferred, or equivalent of any combination of experience and training that demonstrates the ability to successfully perform the duties of the position.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is required to operate computers. The incumbent must identify and organize library materials such as books, audiobooks, and DVDs based on small-print numbers and alphabetical characters; scan and inspect library materials including opening media cases; and communicate with coworkers and members of the public. An incumbent must regularly move objects or materials weighing up to 35 pounds, including transfer of books and other materials to shelves of varying heights. Incumbents may be required to move carts of books and other materials and frequently move about the building for extended periods of time.

While performing the duties of this job, the incumbent must communicate with coworkers and members of the public. Most of the work is carried out within a generally accessible, safe, indoor environment. There are regular interpersonal contacts with staff members and customers. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.