

## **Yakima Valley Libraries**

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### **FLSA: Non-Exempt**

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#### **Job Purpose and Summary**

Performs a variety of routine Library tasks, including sorting and shelving Library materials; packing and unpacking Library materials; assisting Library customers with basic circulation tasks; and assisting with filing, cleaning, processing, collating, and other related 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. Empties indoor and/or outdoor book drops.
4. Checks in materials from book drops and from other Library locations; sets up book carts; performs circulation routines as backup to Library assistants for limited periods of time.
5. 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.
6. 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. May clean up room/s after a program.
7. Checks books in from delivery; assists pulling specified books from shelves for reassignment to other branches; re-sorts for delivery to other libraries; stacks bins for delivery shipments.

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8. 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.
9. Monitors condition of equipment; maintains equipment by refilling supplies, cleaning and making minor adjustments; reports major equipment problems to supervisor.
10. Performs other duties as assigned.

### **Qualifications:**

1. At least 16 years old or older (If employee is under the age of 18, a Washington State Department of Labor and Industries Work Permit must be completed.)
2. No experience required

### **Knowledge of:**

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

### **Skill in:**

1. Keyboarding, 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 knowledge of Library's policies, procedures and programs.
2. Represent Yakima Valley Libraries in a positive, responsive manner to the public.
3. Ability to communicate effectively orally, in writing and by listening.
4. Learn and practice the principles of intellectual freedom.
5. Perform alpha/numeric filing accurately.
6. Learn and utilize the Dewey Decimal System and other filing or shelving systems used by Yakima Valley Libraries.
7. Understand and follow written and oral instructions, asking questions if unclear.

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

**Work Environment and Physical Demands**

1. Normally standing and walking for extended periods of time. Seated occasionally.
2. Moderately strenuous physical activity including bending, kneeling, reaching, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving Library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Frequent pushing and pulling of fully loaded book carts.
4. Occasional periods of typing at a keyboard.
5. Phone usage, reading, speaking, and listening required.
6. Interaction with Library system staff and Library customers will be necessary to provide and receive information and to resolve situations or problems.

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Signature

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Date