



## Library Page

### Position Overview:

This non-exempt (hourly) position provides a variety of routine clerical duties in support of Library operations and activities. Works under direct supervision by library staff.

### Job Responsibilities:

- Assist in all areas of the Library, including the children's room, teen room, fiction and non-fiction; assist with specialized programs or exhibits as needed.
- Shelve books and audio-visual materials.
- Check in and check out of library materials for patrons.
- Assist staff members with library programs as needed.
- Make copies as needed.
- Other duties as assigned by the Library Director.

### Requirements:

- High school student or undergraduate college student.
- Available to work evening and weekend shifts.
- Able to use office equipment and computers to conduct internet searches.
- Read and write English.
- Work independently when required.
- Attention to detail and accuracy.
- Physical requirements include working in an environment with quiet to moderate noise; standing, walking, sitting, stooping, or reaching with hands and arms up to 1/3<sup>rd</sup> of the time. Frequently required to lift 10 pounds, occasionally lifting up to 30 pounds is required. Must have the ability to operate light equipment, hand tools, computers, and various office machines.

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