

- Take appropriate action, as necessary in event of emergency conditions.
- Participate in ongoing training opportunities.
- Participate in the provision of library programs.
- Assist in the creation and installation of library displays.
- Know and uphold library policies.
- Work flexible shifts as needed, including Saturdays and evenings
- Perform all other task as assigned by the Supervisor/Manager or Library Director.

Qualifications

Education and Experience

- High School Diploma or a General Education Diploma (GED) certificate is required.
- Must possess functioning knowledge of basic Windows software, Microsoft Word, and be able to learn and use a variety of library software programs.
- Must become knowledgeable of Library resources and services.

Skills

- Ability to relate to a variety of people and communicate both verbally and in writing with all age groups.
- Ability to adapt to difficult situations.
- Ability to respond in an effective manner to the concerns of library patrons.
- Ability to organize work for efficient use of time.
- Ability to present a positive professional appearance, including appropriate dress.
- Ability to understand and interpret library policies, procedures, and rules.
- Ability to deal with associates and the public in a courteous manner.
- Ability to promote the Library and its programs and services.
- Ability to shelve materials following the Dewey Decimal System.
- Ability to learn use of computers, basic knowledge of technology.

Physical, Mental and Environmental Requirements

Position requires light work with the ability to lift up to 20 pounds. Climbing, pulling, kneeling, stooping, crouching, standing, reaching, hearing, pushing, walking, balancing, lifting, talking, typing, and repetitive motion is required on a regular basis. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the staff and public. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks, as necessary.