**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Page **SALARY REVIEW:** Annually

**CLASSIFICATION:** Part-time, Non-Exempt

**REPORTS TO:** Technical Services Coordinator

**Duties:**

* Sorts and moves fully loaded, double-sided book carts throughout the library in order to shelve print and non-print materials.
* Shifts books as necessary.
* Reads shelves as assigned.
* May answer directional questions; refers other patron questions to appropriate staff.
* Retrieves materials from outside book drop.
* Follows assigned cleaning schedule.
* Follows opening and closing procedures.
* Performs other duties as assigned to ensure quality service to patrons and efficient library operations.

**Qualifications:**

* Must be 16 years of age or older to apply. Graduation from, or current enrollment in, high school and demonstrated ability to perform essential job functions.
* Must be able to work evenings and weekends.
* Ability to file accurately, both numerically and alphabetically.
* Ability to follow oral and written instructions.
* Ability to work independently once familiar with procedures.
* Ability to stand for prolonged periods of time.
* Ability to bend, lift and carry up to 40 lbs.
* Ability to relate to co-workers and the public in a positive and responsive manner.