WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
BARGAINING UNIT POSITION

JOB CLASSIFICATION: Page

REPORTS TO: Head of Circulation

GRADE: 1

POSITION SUMMARY: Responsible for shelving materials in a public setting while providing a high level of customer service.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Meets and exceeds customer expectations by competent, attentive, friendly and professional customer service
- Shelves all library materials accurately and in a timely manner
- Maintains materials on shelves in proper sequence and alignment, including dusting and shifting shelves
- Empties book drop; assists with opening and closing procedures
- Prepares delivery boxes
- Moves older periodicals and newspapers to storage and/or disposal areas
- Assists patrons in the use of the copier/printer
- Fills paper tray and cleans glass on copier/printers
- Assists in maintaining appearance and cleanliness of the library
- Cleans and repairs library materials
- Attends workshops, conferences, and meetings
- Assists staff with library programs, displays, exhibits
- Performs other duties as deemed appropriate or necessary by the Assistant Building Manager, the Circulation Manager or the Head of Circulation

QUALIFICATIONS:

- Age 16 or older. If under 18, current enrollment in high school with work permit required. If over 18, high school diploma or equivalent

KNOWLEDGE AND ABILITIES:

- Ability and willingness to learn and perform routine library procedures
- Ability to follow direction
- Familiarity using personal computers
- Good communication and interpersonal skills
- Ability to work days, evenings, or weekends as required

EQUIPMENT AND EFFORT REQUIRED:

- Must have a reliable means of transportation to fulfill duties of the job
- Ability and manual dexterity to operate office equipment
- Ability to move items and materials up to 30 pounds in weight
- Prolonged periods of sitting, standing, walking, bending, stooping, and/or lifting may be required

I have read this job description and discussed it with my Supervisor.

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Employee's Signature Date

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Supervisor's Signature Date

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Manager's Signature Date