

Petoskey District Library  
Job Description  
April 2019

**Shelving / Library Assistant**

Supervised By: Department Supervisor  
Supervises: N/A  
FLSA: Non Exempt  
Rate of pay : \$12.40/hr

**General Summary:**

Shelving / Library Assistant will be employed under the direct supervision of the Department Supervisor. This is a regular part-time position.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Shelf materials, shelf read, and adjust collection as needed to maintain shelf order
2. Help with the opening and closing of department area and library
3. Assist patrons using excellent customer service and technology skills
4. Assist with program preparation when needed
5. Be accountable in relation to Library Policies, Procedures and departmental routines
6. Answer telephone and emails
7. Assist with Interlibrary Loan / Reserves
8. Assist at the departmental service desk and other areas when needed
9. Process and mend library materials as assigned
10. Troubleshoot Public Access Computers and assist with emerging technologies
11. Sort and check-in mail
12. Arrange book displays
13. Assists with the training of volunteers
14. Straighten and maintain service department area (including the dusting of shelves and incidental "spot" cleaning)
15. Perform related work as required
16. Other tasks as assigned by the Department Services Supervisor, other Supervisors or the Director

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Computer skills, a working knowledge of Microsoft Office, library skills, knowledge of emerging technologies are preferred.
- Ability to change work priorities as needed.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees. As regards the public, this means that children and teens are accorded the same degree and quality of service as any other patron.
- Ability to work independently and with attention to detail.
- Ability to work a flexible schedule, including nights and weekends.
- Ability to match library collections with patron needs.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms, and use hands to finger, handle, or feel. The employee must frequently lift and/or move light-weight objects. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a library setting. The noise level in the work environment is usually quiet to moderate.