

**OREGON PUBLIC LIBRARY**  
**PAGE**  
**Classification: Non-Exempt**

**GENERAL STATEMENT OF DUTIES:**

This position is responsible for reshelving library materials, maintaining the library in a neat and orderly fashion, and assisting in other support tasks as assigned including check in and searching for picklist items.

Immediate Supervisor: Circulation Supervisor

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs alphanumeric sorting and filing tasks.
- Arranges returned materials on book carts and reshelves them in proper order.
- Reads shelves for accuracy of order and straightens materials on the shelves or in the collection while shelving and in other assigned duties.
- Empties book drop and takes returned items to the proper location for reshelving.
- Packs and unpacks daily deliveries.
- Inspects returned materials to determine that all parts are present and undamaged.
- Assists with check-in of returned materials using the library computer system.
- Assists with processing and shelving of patron holds.
- Ensures that all materials left by library users on tables, desks, chairs and floor are gathered and brought to the Circulation desk.
- Greets patrons and assists with routine directional questions and refers non-directional questions to appropriate staff member(s).
- Assists with library programs and displays.
- Retrieves items from the library collection from selected lists including materials to be sent to other libraries.
- Maintains confidentiality of patron information.
- Assists with various opening and closing procedures.
- Assists with weeding of collection by processing materials selected for withdrawal.
- Check in materials for inventory of library collection.
- Attends staff and department meetings and participates in required training sessions
- Stays current on library information and procedures by regularly reading email and the staff blog.
- Completes light housekeeping tasks included dusting and cleaning, as needed.
- Performs other related duties as required.

**QUALIFICATIONS:**

Essential knowledge and abilities:

- Ability to understand and perform routine library procedures.
- Ability to communicate effectively with staff and public.
- Ability to sort efficiently in alphabetic or number order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
- Ability to learn and use the library computer system.
- Ability to follow directions.

- Ability to perform moderately heavy physical work.
- Ability to maintain a regular work schedule.
- Ability to work independently.

Minimum training and experience:

- Must be 16 years or older .
- Educational equivalent to junior in high school.
- No experience required.

**PHYSICAL REQUIREMENTS OF THE POSITION:**

- Standing, walking, stooping, kneeling, and crouching.
- Climbing: ascending and descending short footstool.
- Bending/twisting, reaching and feeling.
- Talking, hearing and near vision.
- Lifting and carrying: 50 pounds or less.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.
- Handling: picking up and shelving books.

**PERSONAL ATTRIBUTES:**

- Displays interest in continued learning and professional improvement.
- Possesses complete personal and professional integrity and honesty and have a genuine sense of professional ethics.
- Strong verbal and written communication skills.

**MENTAL REQUIREMENTS OF THE POSITION:**

- Communication Skills: effectively communicate ideas and information both in written and oral form.
- Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins.
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form.
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Time Management: set priorities in order to meet assignment deadlines.

**EQUIPMENT USED:**

- Computer, printers, receipt printer, telephone, self-check machines, RFID related-equipment, die cut, laminator, book carts, and step stools.

**WORK ENVIRONMENT**

- Inside work environment.
- Must be adaptable to changing work hours. Must be willing to work some evenings and weekends.

Adopted May 8, 2002

Amended April 13, 2016, April 13, 2022