THE GARNET A. WILSON
PUBLIC LIBRARY OF PIKE COUNTY

JOB DESCRIPTION

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MINIMUM QUALIFICATIONS:

- At least a freshman in high school
- At least 16 years of age
- Valid driver's license, access to reliable transportation, and willingness to travel to other libraries as needed

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate a computer
- Ability to operate office equipment such as fax, print, and copy
- Ability to work evenings and weekends with infrequent absence
- Ability to work with the administrative and clerical staff
- Ability to file alphabetically and numerically (Dewey Decimal System)
- Ability to carry out assignments of supervisors

RESPONSIBILITIES:

- Cover shifts at multiple locations as assigned
- Shelve books and periodicals in assigned areas according to instructions of supervisor
- Shelf reading, dusting of shelves, and dusting of books
- Empty book drop
- Retrieve books and periodicals from stacks as required
- Cleaning and dusting of furniture, etc., with other cleaning as assigned
- Prepare for closing by clearing tables, straightening chairs, turning off computers, etc.
- Maintain paper supply in photocopier cabinet

TYPICAL DUTIES:

- Assist patrons in locating materials
- Maintenance of assigned bookshelves to include: shelving, shelf reading, dusting, and identification of books in need of repair
- Assist staff as required, i.e. running errands, retrieving books & periodicals, making copies, etc.
- Helping with program/event needs
- Operate library computer systems
- Circulate library materials to patrons
- Other duties as assigned.

JOB CLASSIFICATION: Grade I: $9.50/Hour
25 Hours/Week

SUPERVISED BY: Reference Librarian and Circulation Head

Approved November 14, 2005