

Summary/Objective

Under general supervision, provides excellent customer service while performing a variety of tasks to assist patrons and co-workers while supporting the daily operations of the library.

Essential Job Functions

- Performs circulation procedures including but not limited to assisting patrons with checking out and returning library materials, collecting fines and other library fees from patrons and other related tasks including assisting patrons with the application process for library cards, issues library cards
- Retrieves book returns as scheduled or directed and shelves library materials
- Scans shelves for accuracy and re-shelves materials as needed
- Answers patron's questions or requests and responds according to library procedure and policy
- Assists patrons in locating library materials
- Operates and explains to patrons the usage of library equipment
- Assists with projects, programs and activities as assigned
- Maintains appearance of library including but not limited to straightening and dusting shelves, straightening furniture, cleaning tables and computers and disinfecting items as needed
- Performs opening and closing procedures

Education and Experience

- High school diploma or equivalent
- Bilingual English/Spanish preferred

Knowledge, Skill and Ability

- Basic knowledge of standard computer applications and software
- Keyboard and filing skills
- Excellent customer service skills
- Excellent communication skills, both written and oral
- Ability to work independently with attention to detail and accuracy
- Ability to work with staff and patrons in a positive manner

Physical Demands

- Must be able to stoop, bend, walk and reach heights of six (6) feet
- Must be able to lift or pull book bags and equipment up to fifty (50) pounds
- Must be able to push loaded book truck up to three hundred (300) pounds
- Must have manual dexterity to operate computer keyboard

Position Type/Expected Hours of Work

This is a part-time non-benefited position expected to work less than 20 hours per week. Days and hours of work can vary and will require every other weekend.

The Emporia Public Library is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the library and are valued for their skills, experience, and unique perspectives

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time without notice and may include other duties as assigned.

The Emporia Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Signature

Print Name

Date