

LIBRARY PAGE

SUMMARY:

Under direct supervision, performs entry level clerical and library materials maintenance. Provides outstanding customer service duties; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Shelve books, newspapers, periodicals, and other materials according to library procedures.
2. Monitor shelves to ensure correct shelving and placement of materials, relocating incorrectly placed items.
3. Perform light clerical duties such as filing, photocopying, and collating materials, etc. as requested.
4. Assist in closing procedures such as turning off computers and equipment, putting craft and game supplies away, and straightening up chairs, tables and materials.
5. Perform backup customer service duties.
6. Assist library staff as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of physical layout of library.
- Knowledge of personal computers and office computer applications.
- Knowledge of Dewey Decimal System.
- Knowledge of the care and placement of library materials, equipment and supplies.
- Skill in basic office procedures.
- Skill in utilizing customer service techniques in responding to inquiries, requests and complaints.
- Skill in safely receiving, retrieving, and reshelving books, resource materials, supplies, and audiovisual equipment.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work in a library environment. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Equivalent to an eighth (8) grade education and at least 16 years of age, no experience required.