

LIBRARY PAGE

DEFINITION OF WORK

Employees perform library support work that results in making library materials readily available and easily accessible to library customers. Employees are primarily responsible for the orderly maintenance and organization of the library collection. Proactive customer service responsibilities include assisting customers in the use of self-checkout; directing customers in the use of the online room reservation system; and assisting customers with library card self-registration and sign-up procedures for the public computer lab. Work is evaluated by observation and inspection of results typically by a Library Circulation Manager or an upper level support position.

EXAMPLES OF WORK

Employees alphabetize and numerically arrange materials on library carts; shelve materials; straighten and shelf-read the library collection; and shift materials to avoid overcrowding. Employees assist customers in accessing library accounts and refer questions to Circulation staff; provide basic instruction to customers on use of library equipment and materials. Occasionally employees assist circulation staff in pulling items from shelves; answer phones; prepare library cards for distribution; collect book drop for check-in; and assist with processing weeded material. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Completion of 8th grade supplemented by sufficient education to provide some familiarity with a variety of library materials.

Knowledge, Skills, and Abilities:

Basic knowledge of current resources and content available on library website; basic knowledge of library card registration requirements; basic knowledge on the use of photocopiers, fax and change machines, Vendacard machines, public computer reservation software, room reservation software and self-checkout machines; and working knowledge of online public catalog;. Ability to perform numerical and alphabetical configurations and arrangements; ability to follow instructions; ability to communicate clearly; and an ability to maintain effective working and interpersonal relationships with co-workers and the general public.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer. Must have access to transportation.

ADA REQUIREMENTS

Work is performed in an office setting. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Must be able to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.

Must be able to lift, carry, push, and/or pull objects and materials of moderate weight up to 20 pounds.

Must be able to perform coordinated movements such as operating office equipment and keyboarding.

Some tasks require visual perception and discrimination.

Some tasks require oral communications.