



## Library Page Library

LIB/6-501P

### JOB SUMMARY

This position is responsible for organizing and maintaining library materials, including books, periodicals, audiotapes, DVDs and CDs for providing customer services to patrons.

### MAJOR DUTIES

1. Sorts and shelves library materials, including books, periodicals, audiotapes, DVDs, and CDs.
2. Performs second check-in of returned library materials.
3. Assists patrons of the library in the location of materials.
4. Clears abandoned materials from public areas.
5. Performs shelf reading to determine that materials are in proper location.
6. Rearranges or shifts library materials to allow for more space.
7. Checks library materials for damage and refers damaged material to appropriate staff.
8. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of library policies and procedures.
2. Knowledge of library classification systems.
3. Knowledge of computers and job-related software programs.
4. Skill in establishing and maintaining effective working relationships with other library employees.
5. Skill in oral and written communication.
6. Ability to communicate effectively in a helpful, courteous, and professional matter with library patrons and staff.

### SUPERVISORY CONTROLS

The Library Director assigns work in terms of detailed and specific instructions. The experienced employee is able to independently determine workload status and keep workload current with very general instructions from the supervisor. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

### GUIDELINES

Guidelines include library policies and procedures and library classification systems. These guidelines are clear and specific.

### COMPLEXITY/SCOPE OF WORK

- The work consists of directly-related duties in shelving of library materials and assisting patrons. The volume and variety of materials to be processed contributes to the complexity of the position.
- The purpose of this position is to organize and maintain library materials and to provide customer service to library patrons. Success in this position contributes to the effective provision of library services.

### CONTACTS

- Contacts are typically with co-workers and members of the general public.
- Contacts are typically to provide library services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in library.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Ability to alphabetize and to numerically sort.
- Knowledge of basic computer skills.
- No experience requirements.