



Library Page

Department: Library

SUMMARY: Performs clerical tasks for circulation and youth services; answering and directing phone calls and shelf maintenance.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Empty return bins, sort items, inspect for damage and shelve returned materials; clean and keep shelves organized.

Answer phones and direct calls.

Check in/out materials including books, CDs and DVDs.

Mail pickup and delivery; deliver library deposit to the Finance department; pick up library employees' pay checks.

Assist at the service desk and call center.

May shelve books, audio/visual material, newspapers, periodicals and other materials; sort and move heavy book bins, book trucks and carts of heavy library materials; inspect DVDs and CDs for damage and clean.

May be assigned various special projects; may run library related errands.

Support the City's policies, goals and objectives and work with management and other staff to achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes.

Alpha and numeric sorting and sorting systems.

General library operations and functions.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Operating a personal computer; navigating library catalogs.

Providing quality customer service; basic mathematics.

MINIMUM QUALIFICATIONS:

Must possess high school diploma or GED.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors. May require frequent walking, standing, bending, stretching, sitting and operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds and push and maneuver loaded book carts and bins weighing up to 200 pounds. May be required to operate a City vehicle. Some evening and weekend work required.

Adopted:

Revised: Aug, 2006; Sept, 2011; Nov, 2014, Nov. 2017