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DEPARTMENT: LIBRARY

REVISION DATE:

February 2018

BARGAINING UNIT:

NONE

PAY MATRIX:

LEVEL 10

FLSA CLASS:

NON-EXEMPT

REPORTS TO: **LIBRARY DIRECTOR, ASSISTANT LIBRARY DIRECTOR, CIRCULATION LEAD**

DIRECT REPORTS: **NONE**

POSITION SUMMARY:

Under the general supervision of the library director, performs part-time library functions including routine clerical and administrative tasks.

ESSENTIAL FUNCTIONS:

- **Organizes and shelves library materials.**
- **Empties book drops.**
- **Maintains the library space by keeping it clean, well-ordered and clutter free.**
- **Performs shelf reading maintenance activities.**
- **Participate in trainings and meetings as directed.**

PERIODIC JOB DUTIES:

- **May perform other duties as assigned.**

TYPICAL QUALIFICATIONS:

- **Education –High school diploma or G.E.D. in process of obtaining.**
- **Experience –No previous experience needed.**

SKILLS:

- **Ability to take initiative and work efficiently.**
- **Ability to work independently with intermittent direct supervision.**
- **Ability to understand and carry out oral and written instructions.**
- **Problem-solving ability appropriate to the work activities.**
- **Ability to concentrate in a diverse work setting.**
- **Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.**

KNOWLEDGE:

- **Knowledge of office equipment, including telephone, photocopier, laser printers, personal reader devices (Kindle, Nook, etc.), etc.**
- **Knowledge of and proficiency with personal computer and computer software and applications, including automated database searching skills.**
- **Knowledge of internet search engines and familiarity with reliable web domains.**

WORKING CONDITIONS:

- Ability to lift and carry up to twenty-five (25) pounds.
- Ability to push and pull twenty-five (25) to fifty (50) pounds.
- Long periods of walking.
- Typically bends, stoops and crouches on a regular basis to perform duties.
- Constant reaching, handling, dexterity, near sight acuity, and concentration.
- Occupational exposure to blood or other potentially infectious materials.

REQUIRED SPECIAL QUALIFICATIONS:

The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.