

Posting: Fond du Lac Public Library

Positions: Technical Services Library Page
1 position—12 hours per week (daytime hours)

Rate of pay: \$7.85 per hour

Applications due: Wednesday, August 23, 2017

JOB DESCRIPTION

The work involves routine clerical and support tasks. The work is distinguished from that of a Clerk position in that it does not involve complex clerical tasks or direct service to the public.

Tasks listed below are for illustration purposes only. The exact duties may vary according to an employee's schedule. They are not exclusive and do not constitute a contract. A regular schedule of evening and/or weekend hours, including Sundays, may be required.

- A. Performs physical processing of books and other materials
 - 1. Places covers and labels on books or other materials
 - 2. Inserts A/V materials in proper containers
 - 3. Applies labels with precision and accuracy
 - 4. Replaces worn or lost containers for A/V materials
 - 5. Mends books by gluing spines, taping pages, replacing covers, etc.
 - 6. Cleans and polishes CDs and DVDs
 - 7. Unpacks delivery boxes, removes shrink wrap and other packaging materials, and checks items against packing list

- B. Provides collection maintenance
 - 1. Arranges materials in proper alphanumeric order onto carts for re-shelving
 - 2. Shelves books and all other materials from carts onto public shelves in proper order
 - 3. Inspects ("reads") stacks and other shelving units to insure that materials are in proper order and corrects any problems discovered
 - 4. Keeps stacks and shelves orderly by properly aligning materials and adjusting support brackets and bookends
 - 5. Shifts materials and dusts and cleans shelves
 - 6. Clears abandoned materials from public areas; shelves materials in their proper places or deposits them on sorting carts in work room
 - 7. Searches stacks for reserves, claimed returned and mis-shelved items
 - 8. Checks in newspapers and puts them out for public use
 - 9. Removes outdated issues of newspapers and magazines as assigned
 - 10. Cleans lightly soiled books, repairs loose book covers

- C. Performs other duties of a similar nature as assigned

REQUIREMENTS

A. Knowledge and Skills

- Ability to pay close attention to detail
- Ability to print legibly
- Ability to work with precision and accuracy
- Ability to follow instructions and properly complete assignments
- Ability to sort and shelve books and other materials in proper alphanumeric order
- Ability to work cooperatively with others
- Must exhibit a positive attitude and personal qualities necessary to produce high quality public service
- Must be of legal working age and obtain a work permit if under 18

B. Education/License/Certification Requirements

1. Minimum 1 year of high school

C. Physical Requirements

- Fingering: writing, sorting, applying labels
- Far vision at 20 feet or further and near vision at 20 inches or less
- Standing, walking, stooping, climbing, and reaching
- Talking and hearing
- Handling: picking up and shelving materials
- Lifting, carrying: 30 pounds or less
- Ability to push or pull a cart of materials on wheels weighing 60 – 80 pounds
- Ability to go up and down stairs up to ten times an hour

ENVIRONMENTAL WORKING CONDITIONS

Library

EQUIPMENT USED

- Photocopier
- Stepladder
- Stepstool
- Laminator
- Paper cutter
- Compact disc cleaner
- Book cart and book bin
- Computer

To apply, submit City of Fond du Lac application to:

Jackie Braatz

City of Fond du Lac Human Resources

160 Macy Street

Fond du Lac WI 54935

EOE/MF

Reviewed August 2017