

Posting: Fond du Lac (WI) Public Library

Position: Library Page –Circulation

Rate of pay: \$8.49 per hour

Applications due: Friday, Sept 27, 2019

Work schedule: Schedule will vary weekly and will include daytime and evening shifts, as well as an every other weekend rotation; averages 19.5 hours per week annually.



JOB DESCRIPTION

The work involves routine clerical and support tasks assigned by the Circulation Team Leader or the Assistant Director. The work is distinguished from that of a Clerk position in that it does not involve complex clerical tasks associated with 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. Provides collection maintenance and circulation support services
 - 1. Empties materials from return bins and outdoor book drops
 - 2. Checks in and sorts materials
 - 3. Arranges materials in proper alphanumeric order onto carts for re-shelving
 - 4. Shelves books and all other materials from carts onto public shelves in proper order
 - 5. Inspects ("reads") stacks and other shelving units to insure that materials are in proper order and corrects any problems discovered
 - 6. Keeps stacks and shelves orderly by properly aligning materials and adjusting support brackets and bookends
 - 7. Shifts materials and dusts and cleans shelves
 - 8. Clears abandoned materials from public areas; shelves materials in their proper places or deposits them on sorting carts in work room
 - 9. Searches stacks for reserves, claimed returned and mis-shelved items
 - 10. Sorts mail; checks in newspapers and puts them out for public use
 - 11. Cleans keyboards, monitors and other equipment
 - 12. Removes outdated issues of newspapers and magazines as assigned
 - 13. Cleans lightly soiled books, repairs loose book covers
 - 14. Handles interruptions and changing priorities with ease
 - 15. Provides backup service answering the phone and at the checkout desk

- B. Assists in the closing of the library building
 - 1. Straightens public furniture; clears abandoned items
 - 2. Tactfully warns patrons library is closing
 - 3. Checks and locks appropriate doors throughout library
 - 4. Evacuates bathrooms
 - 5. Records turnstile count

C. Performs other duties of a similar nature as assigned

REQUIREMENTS

A. Knowledge and Skills

- Ability to read and alphabetize
- Ability to sort and shelve books and other materials in proper alphanumeric order
- Ability to pay close attention to detail
- Ability to work cooperatively with others; answer customer questions with courtesy and respect; and follow instructions and properly complete assignments given by Supervisor or other appropriate staff
- Must exhibit a positive attitude and personal qualities necessary to produce high quality public service (including: being friendly and polite, speaking clearly with appropriate language, tone and volume)
- Ability to work independently and with others
- Ability to stay focused and on task for typical 4 hour shift
- Ability to complete assigned work in time given
- Ability to change tasks, handle interruptions and changing priorities at a moment's notice
- Ability to accept guidance, constructive criticism and redirection
- 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

- Standing, walking, stooping, and reaching.
- Talking and hearing; use of the telephone.
- Far vision at 20 feet or further and near vision at 20 inches or less.
- Handling/fine motor skills: picking up and handling or shelving materials.
- Fingering/fine motor skills: keyboarding, mousing, writing, filing, sorting, stapling, and cutting.
- Lifting, carrying: 30 pounds or less.
- Ability to apply up to 30 pounds of force to push or pull a cart or bin of materials on wheels.
- Ability to work long hours while standing and/or walking.
- Ability to go up and down stairs up to ten times an hour.

ENVIRONMENTAL WORKING CONDITIONS

Library

EQUIPMENT USED

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

- Compact disc cleaner

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 Aug 2019