



Job Description

JOB TITLE: Circulation Page (Internship)

DEPARTMENT: Access Services

IMMEDIATE SUPERVISOR: Stack Maintenance Supervisor

PAY LEVEL: 1

INTERN **PART-TIME** **FULL-TIME**

NON-EXEMPT **EXEMPT**

SUMMARY STATEMENT: Under the direct supervision of the Circulation Lead, this staff member shelves, locates, and retrieves library materials for staff and patrons.

DUTIES AND RESPONSIBILITIES:

- Sort, shelve and file library materials in their designated locations.
- Shift library materials from one shelving area to another.
- Read shelves for correct alignment of materials, and straightens shelves.
- Clear tables and carrels of library materials left by patrons.
- Locate and retrieve materials to support circulation workflows.
- Other duties as assigned.

QUALIFICATIONS:

- Ability to arrange items in alphabetical and numerical order.
- Ability to relate to library patrons of all ages in a positive, patient, and effective manner.
- Ability to establish and maintain effective work relationships with co-workers.
- Ability to communicate effectively.
- Ability to understand and follow oral and written instructions.
- Ability to work a variety of hours including evenings and weekends.
- Ability to meet the physical requirements of the position.
- Ability to perform work with accuracy.
- Ability to operate all equipment necessary to perform job duties.
- Ability to work with minimal supervision.

ACCOUNTABILITIES:

- Accountable for the physical appearance of library materials collection.
- Accountable for timely and accurate shelving of library materials.
- Accountable for following library rules and policies.
- Accountable for providing courteous, tactful, and positive library service to patrons.
- Accountable for completing work in a timely manner.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in a public library setting with minimal exposure to health or safety hazards. This work typically requires the following physical activities: sitting, walking, bending, stooping, reaching above shoulder height, finger dexterity, repetitive motions, talking, hearing and visual acuity. Significant lifting of books and other library materials is required. Ability to move heavy book carts. May have to lift files, supplies, furniture or fixtures on occasion. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.