

Library Shelving Assistant – Temporary

HOURS: Part-time, Varies

SALARY: \$7.50/hour (funded by Federal Recovery Act Funds)

LOCATION: Various throughout Dakota County

CLOSE DATE: 4:30 p.m. on Friday, June 12, 2009

MINIMUM QUALIFICATIONS

- Minimum 15 years of age.
- Meet eligibility requirements through separate application process with Dakota County Workforce Center.

DUTIES & RESPONSIBILITIES

To sort, place and maintain library materials in the correct location so that materials may be retrieved by patrons and staff, and to assist in preparing library materials for use.

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

1. Shelves books and materials in the proper location.
2. Sets up carts in preparation for shelving. Where appropriate empties returned materials from carts and sorts onto shelves in circulation workroom.
3. Reads shelves to assure that books and materials are maintained in the proper location.
4. Helps maintain a neat and orderly library appearance by picking up books and materials from tables and shelves. Performs clean-up duties at closing.
5. Shifts books and materials during the shelving process and for specials projects as directed.
6. Empties book drop.
7. Searches shelves for items on computer-generated lists.
8. Answers directional questions of patrons.
9. May do basic processing of materials (applying tape, stickers, etc.)
10. Performs related work as apparent or assigned.

ESSENTIAL JOB FUNCTIONS: Duties 1 – 6 are essential functions.

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT

- This specification is an example of the kinds of functions performed by incumbents in this class and may not include all possible tasks in this work.
- Knowledge of alphabetical and Dewey decimal classification system.
- Successful completion of test of arranging items in alphabetical and numerical order.
- Ability to maintain cooperative working relationships with fellow employees
- Ability to follow written and oral instructions.
- Ability to meet physical requirements of position.
- Ability to work independently.

WORK ENVIRONMENT: Work is performed within the County Library system. Operation of office equipment such as personal computers, telephone, adding machine, photocopier and fax machines. Some light lifting and carrying of office materials may be required.

THIS POSITION WILL END WHEN ALL FEDERAL RECOVERY ACT FUNDS PROVIDED TO THE LIBRARY ARE EXPENDED.