

Page - Circulation

Answers To: Head Circulation /Branch Head

Nature of Work: Under direct supervision, employee is responsible for the shelving and retrieving of books and other materials.

Essential Duties and Responsibilities: Sorts and shelves books according to Dewey decimal System. Checks shelves for correct arrangement of books. Empties book drop. Clears tables of books and magazines. Places new periodicals in display, and files and stores old periodicals. Retrieves books and periodical from shelves. Cleans and inspects AV materials. Assists with opening/closing of building. Other duties as required.

Required Knowledge, Skills, and Abilities: Sorts and file alphabetically and numerically. Ability to follow simple oral and written instructions. Ability to perform light physical tasks. Positive attitude toward public service. Be self-motivated. Basic computer skills, using Windows environment.

Physical Requirements: Work requires some physical exertion such as long periods of standing, recurring stooping, climbing, or walking. Recurring lifting of moderately heavy items weighing less than 25 lbs and may require occasional lifting of objects weighing more than 25lbs. Common abilities such as mobility and dexterity.

Required Qualifications: Sixteen years of age and completion of tenth grade of high school.

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

Ouachita Parish Public Library is an equal opportunity and an At-Will employer

A criminal background check and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT

7/1/13