

## PARK RIDGE PUBLIC LIBRARY

### JOB DESCRIPTION

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his/her work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of February 21, 2012.

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing his/her job responsibilities.

This description updates and supersedes all previous job descriptions of this position.

Department \_\_\_\_\_ CHILDREN'S SERVICES \_\_\_\_\_

Job Title \_\_\_\_\_ Library Page II \_\_\_\_\_

Job Title of Supervisor \_\_\_\_\_ Children's Services Manager \_\_\_\_\_

#### Qualifications:

Education: High School diploma or equivalent.

Experience: None required.

Civil Service: Exempt.

Fair Labor Standards Act: Full-time positions are not exempt. Part-time positions are exempt.

#### Essential Functions:

1. Interacts positively with people of all ages and temperaments.
2. Returns books, magazines, audio-visual, and other library materials in his/her proper places on the shelves.
3. Shifts and straightens materials as needed.
4. Keeps items on shelves in order.
5. Straightens room as needed.

#### Additional Responsibilities:

1. May assist with light clerical duties, folding, stapling, etc.
2. May photocopy materials for the department.
3. Other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing.

#### Knowledge, Skills and Abilities:

1. Ability to understand the Dewey Decimal Classification of materials regarding the arrangement of books.
2. Ability to operate office equipment, photocopiers, etc.
3. Ability to use computer for basic data entry, timekeeping, etc.
4. Ability to lift and carry books and push/pull heavy book carts.

5. Ability to stand, kneel and stoop for long periods of time.
6. Ability to file alphabetically.
7. Ability to scan, read and select audio-visual and printed information from materials on bookshelf.
8. Ability to shelve materials accurately and efficiently.
9. Ability to work effectively and pleasantly with people of all ages.
10. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.
11. Ability to communicate effectively orally and in writing.
12. Ability to handle emergency situations in a calm, capable manner.
13. Ability to work effectively with other staff in the Department and throughout the Library.
14. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
15. Ability to work in a supportive manner with management.

The Library reserves the right to modify this and every job description in whole or in part at any time.