MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION

TITLE: Work Study Position Reviewed/Revised: 4/14/15

SECTION: As assigned

Summary:

Under immediate supervision, this employee is involved in ongoing areas of service and special projects for the library as assigned by the supervisor. The time spent on any one task is flexible and will be determined by the abilities of the person in this position. The tasks may include, but are not limited to, the following:

DUTIES/EXAMPLES OF WORK

COLLECTION MANAGEMENT

1. Maintains shelves in proper order.
2. Moves materials to proper collections and locations as necessary.
3. Keeps “new materials” attractively displayed on shelving unit**s**.
4. Periodically retrieves “orphans” and places them on Circ counter for review of status, unless they are Reference materials which can be returned to the Reference collection.
5. Carries out preliminary removal of outdated, underused or shabby items for further weeding consideration by the section supervisor.
6. Straightens newspapersand magazines.

ASSISTS WITH VARIOUS ADULT SERVICES ACTIVITIES AND PROJECTS

1. Makes signs, posters, etc. as directed or approved by supervisor.
2. Helps in Interlibrary loan area with shredding or stamping materials or other activities as directed by the supervisor or ILL Specialist.
3. Enters data into genealogy database.
4. Searches birth, death & marriage data on newspaper microfilm.

ASSISTS WITH VARIOUS CHILDRENS SERVICES ACTIVITIES AND PROJECTS

1. Assists with preparation for children’s programs.
2. Provides assistance during children’s programs.

MAINTAINS THE INTEGRITY OF THE LIBRARY AND ITS SERVICES

1. Directs patrons to the Reference Center or Circulation Desk as needed in a courteous manner.
2. Maintains confidentiality of all patrons using the library.
3. Helps maintain a safe and inviting atmosphere in the library conducive to library users.

OTHER

1. Performs other related and assigned duties as required.

KNOWLEDGE AND ABILITIES

1. Ability to understand and perform routine library procedures.
2. Ability to communicate effectively with staff and public.
3. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.
4. Ability to follow directions.
5. Ability to operate library equipment.
6. Ability to maintain a regular work schedule.

# PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping
2. Bending/twisting and reaching.
3. Talking and hearing; use of telephone.
4. Far vision at 20 feet or farther, and near vision at 20 inches or less.
5. Lifting, carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing, pulling: objects weighing 60 – 80 pounds on wheels.

# MENTAL REQUIREMENTS

1. Communication Skills: Effectively listen, process, question and interpret client requests, then communicate ideas and information both in written and oral form.
2. Reading Ability: Effectively read**,** understand, and implement information contained in memorandums, reports and bulletins, and reference sources on a broad range of topics.
3. Ability to Comprehend and Follow Instructions; To follow instructions from supervisor, verbally and in written form.
4. Mathematical Ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
5. Time Management: Set priorities in order to meet assignment deadlines.

# ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.
2. Set work schedule.

# EQUIPMENT USED

Typewriter, calculator, copy machine, paper cutter, Ellison die cutter, telephone, fax machine, microfilm/fiche reader/printers, audiovisual equipment, personal computer, receipt printer, collection security system, vacuum cleaner, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. High school diploma or GED.
2. No experience required.