



Peter White Public Library – Job Description

Student Page

Supervisor Title: Circulation, Technical Services, or Youth Services Department Head as assigned

AFCME Classification: N/A

FLSA Status: Non-Exempt

Weekly Hours: 10-15 hrs/week

Benefits: Sick Leave and Paid Holidays

Position Purpose:

Provides friendly and efficient customer service to library visitors and ensures that library materials are reshelved in a timely and efficient manner.

Education and/or Experiences Qualifications:

To perform this job successfully, an individual must be 16 years or older and have the following education and/or experience:

- Ability to accurately alphabetize and file using letters and numbers.
- Display courtesy and respect to provide excellent customer service.
- Ability to communicate effectively and carry out oral and written directions.
- Ability to use good judgement, accuracy, attention to detail, and reliability in all situations.

Position Essential Functions and Responsibilities:

- Sorts and shelves library materials, including print and non-print materials: books, magazines, newspapers, audio visual items, and special collections material.
- Consistently reviews shelves for accuracy, reshelving materials if needed.
- Maintains order of library collections by shifting, dusting, and spine edging as needed.
- Locates and retrieves materials requested by staff or patrons.
- Provides simple directional information to patrons.
- Assist patrons with donations unloading for the Friends of PWPL.
- Performs other related duties as assigned.

Workplace Cultural Expectations

The Peter White Public Library strives to make its employees feel safe, respected, valued, and trusted. Since employees play a vital role in determining the library's culture, employees are expected to demonstrate a commitment to the following standards:

- Workplace Cultural Expectations - (<https://pwpl.info/about/jobs/>)
- ALA Bill of Rights - (<http://www.ala.org/advocacy/intfreedom/librarybill>)
- ALA Code of Ethics - (<http://www.ala.org/tools/ethics>)

Physical Demands

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently is required to:

- Stand for long periods of time, walk, and use stepstools.
- Reach above and below the waist on a continuous basis.
- Use hands and fingers to handle books, paper, and technology.
- Speak and listen to others. See and read.
- Lift and/or carry objects weighing up to 25 pounds.
- Push, pull, and maneuver library carts with materials.