

LIBRARY PAGE

Code No.: 4-18-009
LABOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in a library responsible for shelving of library materials, shelf maintenance and performing minor clerical tasks. The employee reports directly to and works under the direct supervision of a senior library employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Sorts, shelves relocates and searches for library materials;

Reads shelves for accuracy of order, re-shelving materials as needed;

Checks library materials in and out;

Provides simple directional information to patrons;

Clears study tables and keeps furniture in order;

Dusts or cleans materials;

Assists patrons in use of A/V equipment;

Does simple mending of library material;

Assists in preparation of displays.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of alphabetizing and sorting in numerical order; ability to understand and follow oral and written instructions; ability to work well with others; ability to push a fully loaded book truck; ability to reach top book shelves of stacks; ability to communicate well with the public; dependability; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: There are no education or experience qualifications for this position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 28, 1985

REVISED: December 3, 1998