

JOB TITLE: LIBRARY SUBSTITUTE– BRANCHES

CLASSIFICATION: Hourly Clerical - PT

NATURE OF WORK: Performs moderately difficult and varied clerical work of a responsible nature.

EXAMPLES OF WORK PERFORMED: Performs all routine clerical tasks at branch library during vacation and sick leave of branch librarian such as issue patron cards, check all library materials out/in; shelves books and maintains shelves in good order; help patrons use OPAC and public use computers; locates materials. Other assigned duties. Works a limited number of hours weekly at tasks assigned by branch librarian.

SUPERVISION: Works under supervision of the Branch Manager.

EDUCATION AND EXPERIENCE: Must be a high school graduate, supplemented by experience in performing clerical work. Previous library experience preferred but not required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Must possess effective communication skills, both oral and written; keyboarding skills; must working knowledge of computers; ability to maintain accurate records; ability to work well with public and other staff members.

MOBILITY AND PHYSICAL REQUIREMENTS: Must be able to bend, reach and lift 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to see and work with documents of various types.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.