



## Patmos Library of Jamestown, Michigan

### **PATMOS LIBRARY LIBRARY ASSISTANT I: SHELVER RESPONSIBILITIES OF POSITION:**

Under immediate supervision, performs clerical and other library work as required.  
**Part Time.** 10 to 20 hours per week.

#### **DUTIES:**

1. Shelves library materials and checks shelves for proper order of materials.
2. Unloads deliveries of library materials.
3. Performs typing and filing.
4. Assists with library programs and displays.
5. Assist librarians with special projects and programs as needed.
6. Answers patron directional questions and refers patrons to appropriate personnel.
7. Performs other library related duties as required.

#### **KNOWLEDGE AND ABILITIES**

1. Working knowledge of library methods and procedures, or the ability to effectively learn these methods and procedures.
2. Ability to properly operate library equipment.
3. Ability to file materials in numerical order.
4. Working knowledge of English grammar and spelling.
5. Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences.

#### **PHYSICAL DEMANDS OF POSITION:**

1. Sitting, standing, walking, climbing, squatting and stooping for prolonged periods of time.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving various library materials.
7. Manual dexterity: typing, writing, filing, sorting, cutting, shelving and processing.
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.
9. Mobility: ability to deliver and pick up mail at the post office when requested, set up tables and chairs for meetings, and move materials for recycling and trash pickup.

## **MENTAL REQUIREMENTS**

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to comprehend and follow instructions: effectively 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. Ability to read and understand numbers in decimal form for proper shelving.
5. Time management: set priorities in order to meet assignment deadlines.

## **ENVIRONMENTAL/WORKING CONDITIONS**

1. Inside work environment, with exceptions for assisting with special programming as requested.
2. Ability to work frequent Saturdays and occasional evenings.

## **EXPERIENCE**

1. Experience operating computers and other office equipment desired.
2. Some previous library or work experience desired.

**STARTING PAY RATE:** \$13.00 per hour

**CLOSING DATE:** May 19, 2024