



## Job Posting, April 8, 2024 Page

**Reports to:** Assistant Director

**Hours:** 10-15 hours per week, including evenings and weekends.

**Wage:** 15.00 per hour

**Benefits:** Vacation Time, Personal Time, Sick Time, Paid Holidays, Employee Assistance Program

**Classification:** Union Represented

### Job Responsibilities include:

- Sorts, shelves, and shifts materials (books, DVDs, etc.) in a timely manner.
- Checks shelves for accuracy and re-shelves misplaced items. Maintains shelf and library organization and appearance. Corrects shelving errors as discovered.
- Assists in closing of the Library.
- Help maintain a clean, safe facility, and a productive, organized work environment
- Other duties as assigned

### Essential Knowledge, Skills, and Abilities

- Must be able to arrange library materials alphabetically and numerically, according to specific criteria. Able to work independently and be self-directed in completing tasks.
- Ability to communicate effectively verbally and via email with coworkers regarding work issues: including shelving problems, patron behavior, and scheduling. Must have basic knowledge or ability to learn Google Suite.
- Able to adapt to changes in library layout, labeling, and procedure.

### Physical Demands and Working Conditions

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Library environment; extensive public contact.

**Mobility:** Must be able to perform frequent lifting and carrying of library materials, pushing and pulling book carts. Frequent stooping and reaching to shelve books on bottom and up to top shelf of library shelving areas (stacks), which will require use of portable library stools. Lift up to 25 pounds and push up to 40 pounds.

**Vision:** Must be able to read labels in small print and library signage to ensure accurate shelving. Must be able to read a computer screen to communicate with colleagues.

Please email a completed [employment application](#) to Jordan Wright, [jordan@fadl.org](mailto:jordan@fadl.org), by Monday, April 15th at noon.