JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Part-time Library Seasonal</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Library</td>
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<tr>
<td>Reports to Position:</td>
<td>Program Coordinator</td>
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<tr>
<td>Location:</td>
<td>Marion Public Library</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>05/01/2019</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>N/A</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Hourly</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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JOB SUMMARY

The employee will provide general circulation assistance to the fellow employees and patrons of the Marion Public Library as well as some related inventory management duties. The hours of the position will be varying but will include nights and weekends with a maximum of 24 hours per week. The position will be held during the months of June through August.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Prepare and organize library materials for shelving
- Empty book returns
- Check in library materials
- Shelve library materials
- Route materials in and out of the library (receiving and delivery of MLN items)
- Prepare library materials for circulation (labeling, laminating, etc.)
- Prepare library correspondence, document preparation, photocopy, mailing, run errands as needed
- Distribute materials and prizes for the summer reading programs
- Assist with set up and takedown of programs and special events
- Perform light janitorial duties such as cleaning tables or emptying trash
- Other clerical duties as assigned
- Cover public service desks as assigned

REQUIRED KNOWLEDGE AND SKILLS

- Ability to alphabetize and use the library classification system
- Ability to work with individuals
- Knowledge of office telephone and information technology
- Ability to maintain clerical records and prepare accurate reports as required
- Knowledge of word processing and the use of computers
- Ability to complete job responsibilities with minimal supervision

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

- Ability to sit, bend, stoop, reach, stand, push, pull as required
- Physical agility, strength, and dexterity necessary for handling library materials up to 35 pounds
- Dexterity to use basic technology equipment, including a keyboard, mouse, and touchpad
- Interpersonal skills and cognitive flexibility to interface with a variety of internal and external customers in diverse, sometimes high-stress situations
- Executive functioning skills appropriate for a busy, fast-paced environment

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

QUALIFICATIONS

- High school diploma is preferred
- Public library experience is preferred
### WORKING CONDITIONS

- Works in an office environment
- The Marion Public Library is a busy, customer-focused library with a high level of use by patrons of all ages. Patrons have high expectations regarding the quality and efficiency of library service

### REQUIRED BACKGROUND CHECKS

- Sex Offender Registry
- Drug Screening