

**Page – Children’s Dept – Ouachita Valley Branch**  
**Beginning hourly rate: \$8.1312**  
**Part Time -20-25 hours weekly**

**ANSWERS TO:** Head of Children’s Department and/or Branch Manager

**NATURE OF WORK:** Under direct supervision, employee is responsible for the shelving  
And retrieving of materials

**DUTIES AND RESPONSIBILITIES**

- Sort and shelve books according to Dewey Decimal System
- Check shelves for correct arrangement of books and all materials
- Empty book drop
- Clear tables of books and magazines
- Place new periodicals on display and file and store old periodicals
- Retrieve materials from shelves
- Clean and inspect av materials
- Assist with opening and closing of building
- Other duties as required

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Sort and file alphabetically and numerically
- Ability to follow simple oral and written instructions
- Ability to perform light physical tasks
- Positive attitude toward public services
- Self motivated

**PHYSICAL REQUIREMENTS**

Work requires some physical exertion such as long periods of standing, recurring stooping, Climbing, or walking. Recurring lifting of moderately heavy items weighing less than 25 lbs And may require occasional lifting of objects weighing more than 25 lbs Common abilities such as mobility and dexterity.

**REQUIRED QUALIFICATIONS**

**Sixteen years of age and completion of the tenth grade**

The above statements are intended to describe the general nature and level of work for this Position and are not presented as an exhaustive list of all job duties of the position.

Ouachita Parish Public Library is an equal opportunity and an At-Will employer  
A criminal background check and a drug screening are part of the pre-hire process

FLSA Status: Non-Exempt