

Page - Circulation @ Ollie Burns Branch
Part-time – Approx. 15 to 20 hours per week

Internal posting: 10/27/21
Website posting: 10/27/2021

ANSWERS TO: Head Circulation /Branch Head

NATURE OF WORK:

Under direct supervision, employee is responsible for the shelving and retrieving of books and other materials.

DUTIES AND RESPONSIBILITIES:

Sort and shelves books according to Dewey decimal System
Check shelves for correct arrangement of books
Empty book drop
Clear tables of books and magazines
Place new periodical in display and file and store old periodicals
Retrieve books and periodical from shelves
Clean and inspect av material
Assist with opening/closing of building
Other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Sort and file alphabetically and numerically
Ability to follow simple oral & written instructions
Ability to perform light physical tasks
Positive attitude toward public service
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 25lbs. Common abilities such as mobility and dexterity.

REQUIRED QUALIFICATIONS

Sixteen years of age and completion of tenth grade of high school

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

7/1/13