

## County of Humboldt Job Specification

Page

Classification 0190

FLSA: Non-Exempt



### **DEFINITION**

Under general supervision, performs basic and routine tasks in the central library or library branch; will have contact with the public; will experience interruptions from public; performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate or general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is an entry level classification responsible for performing basic clerical procedures and repetitive tasks in support of the library. Positions at this level must understand and follow written and oral instructions; use standard office equipment (e.g. computer, printer, copier); perform physical work such as lifting heavy objects and bending down low; perform manual tasks that require dexterity; communicate and work effectively with diverse populations; and perform alphabetical and numerical filing with efficiency and accuracy. Some positions may require knowledge of typewriter keyboard and typing with accuracy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Sorts, organizes and otherwise prepares library materials for shelving according to established library procedure.
- Retrieves and shelves materials as required; shifts materials on shelves as needed; clears abandoned materials from public areas.
- Assists with the preparation of routine displays of library materials. May be asked to help set up displays for library events or exhibits and the preparation of library spaces for public events and presentations.
- Performs shelf reading activities to ensure books are shelved properly, correcting errors as they are found, and keeps an accurate record of this activity.
- Answers directional and informational questions and refers questions to appropriate staff.

- Maintains cleanliness and organization of public areas of library as required.
- Empties book drops or bins and handles loaded book carts.
- Assists in closing procedures.
- Performs other duties and projects as assigned under specific supervision.

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

## **QUALIFICATIONS**

*The requirements listed below are representative of the knowledge and ability required.*

### **Knowledge of:**

- Alphabetical and numerical sequence.
- General public library services, organization, and functions.
- Standard office practices and procedures, including the use of standard office equipment and computers.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

Ability to follow written and verbal instructions.

Aptitude for detailed work.

Demonstrated ability to accurately file numerically and alphabetically.

Conscientious work habits.

Punctual, reliable.

Ability to communicate with courtesy, tact, and interest with staff and all sectors of the public.

### **Education and Experience:**

Education: High School Diploma or Equivalent is preferred, but not required.

Experience: Experience in a Library or similar setting is preferred, but not required.

### **Licenses and Certifications:**

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties.

### **PHYSICAL DEMANDS**

- Mobility to work in a standard library setting and use standard office equipment, including a computer and, for some positions, to operate a motor vehicle to visit various County and meeting sites; standing in and walking between work areas is frequently required; frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Employees work in an office or library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

- Must be willing to work evenings and weekends as required.