

## **GENESEE COUNTY**

### **LIBRARY PAGE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work includes shelving of library materials, shelf maintenance, and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Sorts, shelves, relocates and searches for library materials;  
Reads shelves for accuracy or order, re-shelving materials as needed;  
Checks library materials in and out;  
Provides simple directional information to patrons;  
Clears study tables and keeps furniture in order;  
Dusts or cleans materials;  
Assists patrons in use of A/V equipment;  
Does simple mending of library material;  
Assists in preparation of displays.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Ability to understand and carry out simple oral and written directions; courtesy, good judgment, accuracy and orderliness; ability to sort material in alphabetic or numeric order; ability to lift objects such as books, supplies and files; good physical condition commensurate with the demands of the job.

#### **MINIMUM QUALIFICATIONS:** None

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Pending Classification  
5/31/95  
Labor Class  
Adopted 7/27/97  
Revised 3/21/03