



## **Purpose of Job—**

- Responsible for completing daily tasks in a timely manner, including sorting, pulling and processing materials for programs and making deliveries.
- Assists in the planning and delivery of library programs at library and remote locations.

## **Essential Duties and Responsibilities—**

- Assists Special Services Manager with day to day operations.
- Maintains files, records, and statistics as assigned.
- Task orientated with the ability to work with limited supervision.
- Maintains job knowledge by staying current with library policies and procedures, work related e-mails and training documents and by attending library related training as assigned.
- Works in public service areas as needed: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
- Maintains good communication with Manager and other departments.
- Performs related and other duties as required.

## **Qualifications—**

- High school diploma or G.E.D. Some coursework at the post-secondary level desirable.
- Ability to communicate effectively. Excellent phone skills and ability to take detailed messages.
- Ability to work with individuals with special needs.
- Familiarity with MS Office products.
- Keyboarding/windows proficiency.
- Ability to operate library technology systems, including personal computer, software programs and other job related equipment.
- Valid Ohio driver's license.

## **Interaction—**

- Interaction with staff and patrons.

## **Computer/Technology Skills/Equipment/Software Skills—**

- The following is the common technology used in this position and is not all inclusive: Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Intranet (StaffNet), Internet ([www.CRCPL.org](http://www.CRCPL.org)), Laptop with LCD Projector or other library-related software applications.

## **Supervisory/Management Responsibility—**

- None

## **Travel Requirements—**

- Frequency of travel: frequent.

**Physical Demands—**

- Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.
- Travel is required for coverage at other library locations and program sites.
- Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting up to 40 lbs., continual standing, reaching, bending, and walking).

**Work Environment—**

- Work performed generally indoors in a library setting or programming spaces off-site with occasional outdoor programs.
- Requires availability for extended or nontraditional hours as needed to perform job duties.
- Requires periodic participation and attendance at related library events and training.

**Disclaimer—**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.