

TITLE Page (Main Library)

GRADE 1

FLSA Not exempt

LOCATION Information Services

SUPERVISOR Head of Resource Services

This job description contains the facts necessary to distinguish it from the other positions. It is not a detailed description of every task and the Library may add or change the tasks.

JOB SUMMARY Responsible for sorting and shelving library materials and maintaining stacks in a good and proper order.

MAJOR TASKS Sort and shelve books and other materials, including magazines, and audio-visual items.

Retrieve magazines from lower level stacks at Main Library.

Read, straighten and shift books and other material to keep them in correct order.

Straighten public areas at closing.

Perform other tasks assigned by the Division Supervisor.

REQUIREMENTS High School enrollment, or a high school diploma or equivalent.

**WORKING
CONDITIONS** Public service areas.

EQUIPMENT