

JOB DESCRIPTION

STUDENT PAGE

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| DEPARTMENT: CIRCULATION SERVICES | REPORTS TO: Public Services Manager |
| CLASSIFICATION: STUDENT | DIRECT REPORTS: 0 |

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| JOB SUMMARY |
| Sorts and shelves library materials according to procedure; maintains good housekeeping practices in the library; directs requests from the public to an appropriate staff member. |

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| PRIMARY RESPONSIBILITIES | |
| <i>Shelving and Sorting</i> | Sorts incoming library material. Shelves library materials according to library procedures. Performs shelf reading and updates shelf reading list. |
| <i>Organization</i> | Maintains order and tidiness in the public areas of the library. |

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| EDUCATION AND TRAINING | |
| Minimum Required High School student (minimum 14 years old) Must be a returning student. | On-the-Job Development Familiarity with integrated library system (ILS) software |

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| EXPERIENCE REQUIREMENTS | |
| Filing (Dewey and alphabetical) | |

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| SKILLS AND ABILITIES | |
| Attention to detail | Follows policy and procedures |
| Interpersonal skills | Teamwork |


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| PHYSICAL REQUIREMENTS | |
| Lifting materials and shelving | Frequent sitting, standing, and bending |
| Pushing and pulling materials carts | |

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| ABIDES BY THE CORE COMPETENCIES OF THE ORGANIZATION | |
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| 1. Organizational Commitment | <i>Able and willing to align behaviours with the needs, priorities, and goals of the organization.</i> |
| 2. Public Service Champion | <i>Provides consistent superior public service, ensures patron needs are recognized and fulfilled.</i> |
| 3. Commitment to Learning | <i>Recognizes the importance of continuous learning to improve skill level and performance.</i> |
| 4. Flexible /Adaptable | <i>Reacts to and adjusts positively to change. Works effectively in a variety of situations</i> |
| 5. Community Perspective | <i>Keeps abreast of important trends that impact the library in a community context.</i> |
| 6. Teamwork/Cooperation | <i>Achieves common objectives by maintaining collaborative relationships with coworkers.</i> |

Employee Statement of Understanding

 *I have read and understand the job description for my position. I am able to perform all the essential functions for this position and agree to comply with all the policies and standards of conduct. As an employee, I will strive to uphold the mission, vision, and core competencies of the organization to sustain our long-term success.*

Name: _____ **Date** _____

Signature: _____