

Library Substitute

The Library Substitute reports to the Director, and is responsible for providing on-call library coverage for sick or vacationing staff.

Workplace Responsibilities:

- Greeting patrons.
- Checking library materials in and out.
- Answering questions (in person and on the phone), including providing reader's advisory.
- Locating materials in the collection.
- Placing items on hold for patrons.
- Other computer-related tasks, such as but not limited to, providing basic technology instruction to patrons, including Internet navigation and use of Microsoft Office programs (Word, Excel, etc.).
- Apply appropriate judgment, discretion and professional office protocols to all library confidential information.
- Other duties as assigned.

(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. No priority is intended in the order of these functions.)

Necessities of the position:

- Library operating hours require some evening and weekend work.
- Regular attendance and punctuality at the workplace is required.
- Perform similar or related work as required, directed or as the situation dictates.
- This position is contingent on 3 references and a criminal background check.

Recommended Minimum Qualifications:

Education, Training, and Experience:

Any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Vision and hearing at, or correctable to, normal ranges is necessary. Must be able to communicate verbally. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Work is performed under typical office and library conditions; the noise level is moderate. Essential functions are regularly performed without exposure to adverse environmental conditions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)