



Job Title:	Page
Location:	Zionsville (ZB)
Department:	Circulation
Reports to:	Circulation Assistant Department Head
Supervises:	n/a
FLSA Status:	Non-Exempt
Pay Grade:	1
Job Classification:	Specialist I

OVERVIEW:

The Hussey-Mayfield Memorial Public Library has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting-edge technologies, develops modern amenities, and offers personalized, up-to-date services. We promote collaborations and foster knowledge and entertainment throughout the community.

We are an Equal Opportunity Employer.

JOB SUMMARY

Under close supervision, this position is responsible for shelving and retrieving materials, organizing misplaced materials, refreshing displays, and assisting other library staff as directed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Ensures a positive customer experience in interactions with both patrons and staff.
- Accurately sorts and shelves library materials.
- Provides directional information to Library patrons.
- Reads shelves for accuracy and re-shelves misplaced items.
- Shifts and straightens materials as necessary.
- Refills empty displays as directed.
- Performs routine support tasks as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.

POSITION REQUIREMENTS AND PREFERENCES

- ❑ Required: Must be at least 16 years of age.
- ❑ Required: The ability to obtain a work permit, if required.
- ❑ Required: Demonstrated ability to read and the ability to file or learn to file alphabetically and numerically
- ❑ Preferred: Prior experience working on a team

To perform this job successfully, the job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.

PHYSICAL DEMANDS

Frequently: standing and walking for extended periods up to 100% of the time, pushing and pulling a fully loaded book cart, crouching and bending, lifting objects less than 20 pounds, performing repetitive hand, arm, and body movements, reaching overhead.

Rarely: lifting items over 20 pounds, sitting for extended periods.