

PAGE

Department:	Public Services	FLSA Status:	Non-Exempt
Reports To:	Circulation Dept. Asst. Dept. Head	Job Classification:	Specialist I
Supervises:	N/A	Primary Location	Whitestown
Updated:	November 2023	Pay Range:	\$10.00 - \$12.00

At the Hussey-Mayfield Memorial Public Library, we are dedicated to enriching the lives of the communities in Zionsville and Whitestown, Indiana. Our team is at the forefront of library services, embracing modern technologies, creating innovative amenities, and delivering personalized, up-to-date programs. We foster collaboration, knowledge-sharing, and entertainment throughout our community. We are proud to be an Equal Opportunity Employer.

Team members are assigned a “primary library location” to provide consistency for their day-to-day work-life. There will be times that team members are asked to assist at their non-primary location or at community events. This position’s assigned primary library location is at the Zionsville Branch.

POSITION OVERVIEW:

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

KEY RESPONSIBILITIES:

- Provide excellent customer service by ensuring a positive experience for patrons during interactions and assisting them as needed.
- Accurately sort and shelve library materials, ensuring shelves are well organized.
- Provide directional information to library patrons.
- Regularly inspect shelves for accuracy, re-shelving misplaced items promptly.
- Refill empty displays as directed to maintain an inviting library environment.
- Perform additional duties as assigned.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS AND PREFERENCES

- Must be 16 years of age to be eligible for this position.
- Strong attention to detail, with the ability to accurately sort and shelve library materials.
- Effective communication skills to address patrons’ needs.
- Comfortable using technology tools to perform job duties.
- Basic familiarity with library catalog systems, or the willingness to learn.
- **Physical Demands:** This position requires physical demands including reading, writing, maintaining hand-eye coordination, standing, sitting, walking, bending, crawling, climbing, pushing, pulling, and lifting items weighting 15-20 pounds.

Employees are expected to perform the job duties listed with or without accommodation, if accommodation is needed, they should request it through the appropriate channels.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and understood the above job description for the Hussey-Mayfield Memorial Public Library. I recognize that this description outlines the essential duties, responsibilities, and qualifications required for this position. I further acknowledge that this job description is not an employment contract and does not guarantee employment for any specific duration. Employment with the Hussey-Mayfield Memorial Public Library is at will and the employer, or I, can terminate the employment relationship at any time, for any reason, with or without notice or cause.

Employee Name:		Date:	
Employee Signature:			