



JOB DESCRIPTION

Job Title: Monticello Asst. Librarian & Children's Activity Leader	Step: 1
Department: Library	Grade: 1
Effective Date:	
Revision Date:	FLSA Status: Non-Exempt

General Purpose:

Perform general library duties which involve patron service, collection shelving and maintenance, basic research, and duties assigned by supervisor. Plan and host weekly Story Time for children and assist in children's Craft Club and other activities

Supervision received:

Works under the general supervision of the Lead Librarian and Library Director.

Duties:

- Plan and host weekly Story Time for children.
- Children's Craft Club assistant
- Shelving books, movies and audiobooks
- Respond to basic requests and inquiries from library patrons and visitors, including, but not limited to, assisting patrons locate materials
- Operate a variety of library equipment such as telephone, FAX, computers, copiers, scanners
- Assist patrons with computers
- Maintain all library materials in good working order and usable condition;
- Basic cash handling
- Assist with special programs and events.
- Other tasks as assigned by supervisors.

Minimum Qualifications:

- At least 18 years of age
- High School Graduate or equivalent
- Willing to work evenings and Saturdays
- Willing to work amiably with the public and fellow staff members;
- Able to learn alphabetization and book shelving
- Able to pay attention to detail
- Able to work independently, after training



- Must have basic keyboarding and computer skills, and be able to learn new computer skills and software;
- Must have a current Utah ID

Physical Demands:

Tasks often involve standing or sitting for extended periods of time, including extended periods of time at a keyboard or workstation. The employee must be able to use hands for gripping; bend over; lift, and/or move up to 30 pounds, with or without assist equipment.

Sensory Requirements:

The employee must be able to speak and hear clearly. Specific vision abilities include close vision, distance vision, and color vision, with or without corrective lenses.

Working / Environmental Conditions:

Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electrical currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Working Hours:

This is a part time position with no benefits attached. Hours may vary according to scheduling and an average of 22 hours per week. Every effort will be made to keep hours less than 29 hours per week.

This description lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____
have reviewed the above Job Description.

Date: _____

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