



**Monroe County
Public Library**

Main Branch
303 E. Kirkwood Ave.
Bloomington, IN 47408
812-349-3050

Ellettsville Branch
600 W. Temperance St.
Ellettsville, IN 47429
812-876-1272

An Equal Opportunity Employer

JOB POSTING INFORMATION

Applications Accepted March 28, 2012 through 5p.m. April 04, 2012

JOB TITLE: Page – Team Leader

FLSA STATUS/BENEFIT LEVEL:

Regular, Non-Exempt, Part-Time

DEPARTMENT: Circulation

RATE OF PAY: \$8.60

JOB CLASSIFICATION: B

REPORTS TO: Circulation Manager and Supervisors

HOURS PER WEEK: 25

SCHEDULE: Must be able to work five 5-hour shifts. Schedule will include day, evening and weekend shifts. **Consistent attendance year-round according to operational needs required.**

CERTIFICATION(s): NONE

MCPL schedules may be adjusted in response to changing operational needs.

Area(s) of concentration or expertise may include: ☐General ☐Adult ☐Teen

☐Children's ☐Print ☐Non-Print ☐Electronic media ☐Professional/Education

Other: **Seeking reliable individual with ability to provide consistent attendance throughout the year, according to posted Library hours.**

JOB DESCRIPTION AND SPECIFICATIONS

General Summary

Organizes and shelves Library circulation materials in an effective and efficient manner to ensure materials are readily available for patron use. Works as part of team while providing basic leadership and support.

Essential Functions and Responsibilities

1. Assists in task assignments/adjustments and assesses the completion of these responsibilities, provides basic training of routine tasks and models performance for other pages.(E)
2. Assists supervisors in the assessment of operational and performance concerns by providing feedback and suggestions. Participates in assessing and improving routine tasks and procedures.(E)
3. Assists supervisors in setting daily priorities for the team; facilitates team in meeting task assignments by communicating and demonstrating productivity techniques and flexibility in adjusting to changing needs. (E)
4. Organizes materials by category and call number to prepare for an efficient shelving process.(E)
5. Shelves library materials in appropriate locations; reviews shelves to ensure that materials are filed in correct order.(E)
6. May perform various clerical functions such as answering phone and email queries, compiling statistics, entering data and ordering supplies.
7. Performs opening and/or closing duties and daily routines, such as: emptying return bins, transporting materials, straightening shelves and other tasks that enable the smooth and efficient flow of returned materials and that ensure the library is neat and presentable.(E)

8. Searches for and retrieves items on “pick list” (patron-requested reserved materials) and other items as needed. (E)
9. Utilizes computers and applications to obtain item information and checks-in materials as directed; maintains departmental and library-wide communication via email and intranet. (E)
10. Inspects recently returned materials for damage and misuse. (E)
11. Performs miscellaneous duties including cleaning materials, searching for missing items and assisting patrons delivering donated items to the library.
12. Regularly addresses basic directional and/or operational questions posed by the library's patrons. Refers other patron inquiries to reference desks or, when appropriate, Supervisors.
13. Participates in departmental and library-provided training and educational programs.
14. Attends and contributes to departmental/unit meetings; takes part in special projects and committees as assigned.
15. Performs other library functions assigned to position to ensure effective and smooth continuity of library operations.

(E) = Essential Job Function. Meets one or more of following criteria:

- 1). Core purpose of position; removing function would fundamentally change this position.
- 2). Limited number of employees available to perform function.
- 3). Expertise (knowledge, experience, education, credentials, etc.) required to perform this duty.

Knowledge, Skills and Abilities

- Ability to learn and utilize the Dewey Decimal System required.
- Good analytical skills required.
- Good interpersonal/customer services skills; ability to be consistently pleasant, positive and responsive to a diverse public and staff.
- Good listening and communication skills.
- Good time management skills; able to handle multiple tasks and regular interruptions.
- Ability to prioritize assigned tasks required.
- Ability to concentrate and pay close attention to detail required.
- Basic computer skills with working knowledge of keyboarding and standard software.
- Ability to maneuver carts and lift light to moderately heavy objects required.

Education and Experience

- High school diploma or equivalent required.
- Previous library circulation experience and/or leadership experience preferred.
- Retail or similar customer service experience helpful.

Working Conditions

- Normal library working conditions; moderate exposure to office/maintenance chemicals (cleaning solutions, glue, paint, etc.).
- Occasional exposure to fluctuations in interior conditions such as noise and temperatures.
- Frequent moderate lifting (25 lbs.) and regular heavy lifting (up to 50 lbs). Assistance with excessive loads may be required.

- May encounter exposure to outside elements; heat, cold, rain, snow, ice, etc. when traveling on library business (Bookmobile or similar assignments).
- Frequent walking and standing for extended times.
- Regular bending at the waist associated with materials transfers.
- Regular pushing of fully loaded book carts (filled carts may weigh over 100 lbs).
- Regular reaching/stretching between floor level and six feet (book shelves).

Supervision Received

Receives direct supervision. Performs primarily repetitive tasks following established instructions and procedures. Unusual questions and situations are referred to the supervisor or manager, occasionally accompanied with suggestions for correction.

Supervision Exercised

Functions as a lead worker performing essentially the same work as those supervised, but providing some guidance or training to others.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.