CITY OF FARMINGTON
Volunteer Service Description

Title	Library Volunteer Processing Assistant
Pay Class	Volunteer - Unpaid
Commitment	Three to four months; one day a week, for 2-4 hours
Number of positions	1

Department/Division	Library	**Latest Review Date**	2/2013
Personnel Review		**Department Review**	K. McPheeters

Job Duties:

Essential Duties: works under the supervision of the Technical Services Coordinator; training and instruction may be provided by Library Technician, as assigned by Technical Services Coordinator.

- Using excellent customer service skills.
- Establishes and maintains effective working relationships with other employees, City officials, and all members of the general public.
- Assists in processing library materials through the library's procedure system in order to make them available for patrons. Includes applying barcodes, book jackets, RFID tags, security strips and property stamp on library materials.
- Considerable ability to pay attention to detail.
- Maintains confidentiality of sensitive information.
- Follows written and/or verbal instructions.
- Attendance at work is an essential function of this position.

The duties listed above are intended only as an illustration of the various types of work that may be performed. 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

Qualifications:

This position is subject to the City's Drug- and Alcohol-Free Workplace Program, which includes pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

- Must be able to commit to completion of on-the-job training regimen (up to 20 hours).
- Extensive background checks required.
- Duties must be performed quietly and capably.
- Ability to establish and maintain working relationships with library staff, other volunteers, supervisors, other City personnel and the public.

- Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds.
- Good work habits are required (e.g. punctuality, dependability, etc.)
- Ability to learn and operate tools and equipment listed.

Tools and Equipment Used:

- 3M RFID Conversion Station
- 3M Tattletape Application System
- Book cart
- Time clock

Physical Demands:

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

While performing the duties of this job, the volunteer is frequently required to walk, talk or hear. The volunteer is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The volunteer is constantly required to climb, balance, stoop, kneel, crouch, or crawl.

The volunteer must occasionally lift and/or move up to 30 pounds. The volunteer will routinely push fully-loaded book carts requiring up to 25 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

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