CITY OF FARMINGTON
Volunteer Service Description

Title	Library Volunteer Shelver
Pay Class	Volunteer - Unpaid
Commitment	6 month commitment, following extensive training (40-96 hours); weekly, approx. 4-6 hours
Number of positions	4 - 6 depending on availability

Department/Division	Library	**Latest Review Date**	3/2013
Personnel Review		**Department Review**	K. McPheeters

Job Duties:

SELECTION/SKILLS TESTS REQUIRED:

This position requires the applicant to go to the New Mexico Department of Workforce Solutions located at 600 W. Arrington for Work Keys testing in order to be considered for this position.

Essential Duties: works under the supervision of the Patron Services Coordinator and Patron Services Technician.

- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, City officials, and all members of the general public.
- Sorts, shelves, and files various library materials accurately according to library classification systems (alphabetic, numeric, and alpha-numeric).
- Accuracy is vital.
- Reads shelves for accuracy.
- Gathers mis-shelved and used materials for processing and re-shelving.
- Checks shelves for held items and missing library materials.
- Maintains shelves by straightening, shifting, shelf-reading and organizing materials while shelving.
- Locates and retrieves library materials from public and non-public areas for library staff or library users.
- Monitors condition of library materials in book stacks.
- May assist with emptying book drop and taking returned items to proper place for processing.
- May assist with checking in materials, monitoring the automated return system and emptying its bins.
- May arrange returned materials on book carts and sort them in proper order.
- Follows written and/or verbal instructions.
- Attendance at work is an essential function of this position.

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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.

- Some knowledge of Dewey Decimal classification system is necessary.
- Must be able to commit to completion of extensive on-the-job training regimen (40-96 hours).
- Extensive background checks required.
- Duties must be performed quietly and capably. There is no opportunity for social interaction.
- Ability to learn and perform repetitive tasks and follow written and/or oral instructions.
- 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.
- Ability to demonstrate continuous effort to improve operations, decrease turnaround times, streamline the work process, and work cooperatively and jointly to provide high-quality customer service.
- Speed is also a consideration. With training, 80-100 items shall be consistently shelved per hour.
- Teamwork mentality and detail orientation are required.
- Good work habits are required (e.g. punctuality, dependability, etc.)
- Ability to operate tools and equipment listed.
- This position has the responsibility to participate in and comply with the City's Environmental, Health, and Safety Program.

Tools and Equipment Used

- Automated return system
- Book cart
- Handheld automated scanning device
- Online catalog computer

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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 25 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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