

CITY OF FARMINGTON VOLUNTEER SERVICE DESCRIPTION



Title	Library Volunteer Multimedia Quality Control
Pay Class	Volunteer – Unpaid
Commitment	6 months, 2-4 hours per week
Number of positions	1

Department/Division	<u>Library</u>	Latest Review Date	<u>5/2016</u>
Personnel Review		Department Review	<u>K. McPheeters</u>

Job Duties:

Essential Duties: Works under the supervision of the Patron Services Coordinator, Patron Services Supervisors, and Patron Services Technicians.

- Using excellent inter-personal and customer service skills, establishes and maintains effective working relationships with library staff, other volunteers, officials, and all members of the general public.
- Maintains order and appearance of shelves in media collection.
- May assist in emptying media bin from automated return.
- Assists the Library clearing room staff during peak hours.
- Responsible for checking returned media items – CDs, DVDs, and audio-books – to ensure that all pieces are present and in their correct order in their correct case
- Responsible for checking media collection on the shelves- CDs, DVDs and audio-books- to ensure that all pieces are present and in their correct order in their correct case.
- Assess incomplete items and route to Incomplete.
- Assess damaged cases and route to Repair.
- Asses damaged disks and route for cleaning.
- After initial training, volunteer will be expected to perform tasks with minimal supervision.

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 of Farmington’s Drug and Alcohol Free Workplace Policy which includes pre-volunteer testing, post-accident testing, reasonable-suspicion testing, return-to-duty testing, and follow-up testing.

- Comprehensive understanding of library procedures, which may be attained through on the job training.
- Knowledge of basic mathematical functions such as addition, subtraction, multiplication, etc.

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- Some knowledge of Dewey Decimal and alpha-numeric classification system is necessary, which may be attained through on the job training.
- Ability to learn and perform repetitive task and follow written instructions.
- Ability to communicate courteously and effectively with the public on all age levels, abilities, and cultural backgrounds.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.
- Ability to work under stress and handle stressful situations.
- Teamwork mentality and detail orientation are required.
- Ability to operate tools and equipment listed: book cart, time clock, and automated return bin.

Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. 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 stand, walk, sit and talk or hear. The volunteer is routinely required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The volunteer is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The volunteer must occasionally lift and/or move up to 25 pounds. The volunteer may occasionally push a fully-loaded book cart 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.

We are an Equal Opportunity Employer, M/F.