



**Mansfield/Richland County  
Public Library**

**Vacancy Posting  
& JOB DESCRIPTION**

Collection Aide –  
Lexington Branch

**Applications will be accepted until 5:00 p.m. on Friday, April 26, 2024.**

Complete an online application on our website: [www.mrcpl.org/about/employment](http://www.mrcpl.org/about/employment)

Application forms are also available and accepted at all MRCPL locations.

This is a **temporary part time** position only, May 20<sup>th</sup> – August 3<sup>rd</sup>, 2024.

Days and Hours will vary; typically scheduled 4-5 hours per day Monday thru Saturday.

<b>Reports to:</b>	Branch Manager	<b>FLSA Status:</b>	Nonexempt
<b>Pay Grade:</b>	10; \$13.14/hr	<b>Location:</b>	Branch Library

**Positions Supervised:** None

**POSITION SUMMARY:** Under the direct supervision of the Branch Manager, the Collection Aide performs a variety of tasks related to the upkeep and physical condition of materials, the cleanliness and orderliness of the collection and branch, the processing of customer holds, and the correct and efficient shelving of returned materials according to specific needs and established procedures of the branch.

**QUALIFICATIONS:**

1. High school diploma or equivalent is required.
2. Basic computer skills and ability to use Microsoft Office, internet and email
3. Ability to read, write, speak and understand English
4. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours
5. Physical requirements: Engage in extended periods of sitting, standing, walking, bending, stooping, kneeling, twisting/turning and stretching to shelve materials throughout the library on shelves of varying heights from above shoulders to below knees. Engage in intermittent periods of climbing stairs, typing and viewing computer monitors, lifting and carrying equipment and materials occasionally weighing 40 – 60 pounds and pushing loaded book trucks weighing 75 - 100 pounds or more on tile or carpet. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment. Occasionally required to get on hands and knees to look for materials that have fallen under the shelves or use stool 14 ½ inches from ground to reach upper shelves.
6. Favorable results of pre-employment background check.
7. Reliable transportation in order to meet work requirements
8. Required at time of hire: proof of eligibility to work in the United States.

## KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to analyze and solve problems
2. Ability to sort, file and read numbers and letters alphabetically and numerically
3. Ability to use a variety of general office equipment and machinery
4. Ability to actively listen and communicate clearly
5. Skill in exhibiting an attitude of professionalism including tact, good judgment, dependability and courtesy
6. Knowledge of Library policies, procedures and operations, including emergency response (acquired after hire)
7. Knowledge of safe work practices and safe lifting techniques (acquired after hire)
8. Knowledge of Dewey Decimal System and alphabetization principles (acquired after hire)
9. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions.
10. Ability to work both independently and in a team environment
11. Ability to understand and follow specific instructions both verbal and written
12. Ability to work independently in the absence of close supervision.
13. Ability to prioritize work and efficiently carry out assigned tasks and projects.
14. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested.
15. Ability to remain mentally alert, focusing attention on detail and accuracy.

## ESSENTIAL CORE COMPETENCIES

*All MRCPL employees are expected to continuously demonstrate the following:*

1. Basic computer skills with demonstrable ability to use applications in Windows environment including Microsoft Office products, internet use and email
2. Ability to efficiently, effectively and positively meet the library needs of internal and external customers
3. Ability to use good judgment and common sense when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public
4. Ability to communicate effectively, both orally and in writing
5. Ability to adapt and adjust to changing situations
6. Ability to troubleshoot and correct basic technology problems
7. Awareness of community events, resources, attractions and demographics
8. Understanding of applicable local, state and federal laws and the ability to communicate this information to staff and customers and ensure the Library's compliance
9. Knowledge of and ability to use the content of the Library's website, online catalog and Integrated Library System
10. Awareness of the attributes and library needs of particular customer groups and the ability to apply that knowledge through materials, services and programming
11. Understanding and support the Library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual (Intellectual Freedom)
12. Ability to identify and prioritize work needs

13. Ability to establish and maintain effective working relationships with supervisor and other staff members and work collaboratively with others to achieve organizational goals and objectives
14. Knowledge of and compliance with the Ohio Ethics Law and the Code of Ethics and values of the Library
15. Ability to promote and support the fundamental purpose of the public library, its mission, vision, culture and structure

**ESSENTIAL TASKS AND RESPONSIBILITIES:**

*Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.*

1. Consistently provide superior customer service.
2. Exhibit professional, courteous and approachable demeanor at all times.
3. Handle multiple interruptions at once, sustaining productivity and accuracy.
4. Maintain confidentiality of customer records in accordance with Library policy and Ohio law.
5. Follow departmental procedures and address issues related to them.
6. Quickly and accurately sort, shelve and retrieve materials using the Library's organizational system.
7. Assist with maintaining the quality of all library items, including inspecting, cleaning, evaluating, and resolving issues with those items.
8. Process customer Holds by locating and checking in materials from a printed list of customer requests daily.
9. Shelf-read materials by checking for proper sequence, shifting and straightening as needed, and keeping specific sections in order.
10. Pick up loose materials in the department daily and shelve them in their proper locations.
11. Perform miscellaneous minor housekeeping tasks including, but not limited to, dusting shelves, straightening tables and chairs and cleaning debris from stack areas and underneath shelving.
12. Search for items on lists provided by supervisor.
13. Provide basic directional assistance to customers.
14. Change item status in the system as directed.
15. Mark discarded items with appropriate markings once they have been removed from the collection and move them to designated locations for removal from the Library.
16. Assist with programs and events as directed by helping prepare related supplies and by setting up for, and cleaning up after, the program.
17. Maintain regular and predictable attendance
18. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months of on-the-job experience and training

**ADDITIONAL TASKS AND RESPONSIBILITIES:**

*Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.*

1. Adhere to, support and effectively implement Administration and Board policy, procedures and core values.
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2. Occasionally assist with programs, shelving, shelf-reading, and shifting in other departments, as needed.
3. Occasionally assist with staff training and special projects, as directed.
4. Assist with a variety of light clerical duties, as assigned.
5. Attend meetings as scheduled by the supervisor.
6. Attend Staff Development Day and additional workshops and seminars as assigned
7. Perform additional tasks as required by the upward chain of command, which moves from the Collection Aide to the Branch Manager to the Regional Branch Services Coordinator to the Director.