

Job Class Code: 5010	FLSA Status: Non-Exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to prepare library books for shelving and to shelve them. The class is responsible for sorting library books in shelving order, shelving books, and reading the shelves. The class works according to set procedures under direct supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Sorts books on library carts and places them in numerical/alphabetical sequence to prepare for shelving. • Places books on shelves to make available for library staff and patrons. • Reads the library shelves to check for misplaced books. • Cleans and maintains shelving areas as needed. • Retrieves stray books and other library materials for shelving. • Discharges books and other materials for library patrons. • Reports and repairs damaged books by taping, gluing, and replacing pieces and labels. • Assists patrons with general library information. • Performs related tasks as necessary such as answering phones. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Follows instructions and orders of supervisor.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Performs basic addition and subtraction, such as measuring.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Makes a few decisions, affecting only the individual.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires completion of the 10 th grade.
Experience	None
Special Certifications and Licenses	None
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss	

accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 02/25/19