

City of Brownsville

Library Volunteer

Department: Library Services

Reports to: Librarian

Revised: January 2012

General Statement of Duties

The Volunteer will be responsible for operating the front desk and other projects as assigned by Librarian and City Administrator. The following are examples and are not intended to include all the duties assigned to this classification.

Essential Job Functions

- ◇ Open the library following procedures written in the Volunteer Manual.
- ◇ Issue and renew library cards to patrons.
- ◇ Check out, check in, renew and reserve books for patrons.
- ◇ Collect and record fines and fees as appropriate.
- ◇ Shelve books in appropriate places.
- ◇ Close the library following procedures written in the Volunteer Manual.

Other Job Functions

- ◇ Report building maintenance needs to Librarian.
- ◇ Assist patrons as needed.
- ◇ Answer basic computing questions.
- ◇ Work on special projects as assigned by Librarian and/or City Administrator.
- ◇ Assist patrons in Genealogy Research
- ◇ Cover new books

Required Knowledge & Abilities

- ◇ Ability to speak and write effectively.
- ◇ Ability to establish and maintain relationships with volunteers, city employees and patrons.

Physical Requirements

- ◇ Must be able to operate a variety of automated office machines including a computer, printer, copy machine, telephone, etc.
- ◇ Must be able to move and carry a variety of objects.
- ◇ Must be able to lift twenty pounds frequently and/or up to forty or more pounds occasionally.

The City of Brownsville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals. Requests for accommodations should be made to the City

Volunteer Job Description

Updated 1/12/2012

Forms/Back Office/Employment/Volunteer JD

Administrator. This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as needs and requirements of the classification change. The City Administrator or Librarian may assign additional duties as needed at any time.

By signing the position description, you are acknowledging that you have read and understood the information presented.

Dated this _____ of _____.

Volunteer

Librarian

City Administrator