

## **DEL NORTE COUNTY LIBRARY DISTRICT**

### **Job Description of Relief Worker**

January 27, 2021

**The Relief Worker works for the Library on a PRN basis (as needed). The work schedule is not regular and is not eligible for employee benefits. The Library Relief Worker reports to the Library Manager.**

#### **Relief Worker Responsibilities:**

Reserve, circulate, renew, and discharge books and other materials

Enter and update patrons' records on computers

Provide assistance to the public by locating materials and helping to complete special projects

Answer routine reference inquiries and refer patrons needing further assistance to resources

Assist with maintaining information on local and global resources through contact with other agencies

Guide patrons in finding and using library resources

Sort materials according to procedure and return them to shelves or designated areas

Conduct reference searches, using printed materials and in-house and online databases

Deliver and retrieve items throughout the library by hand or using pushcart

Take actions to halt disruption of library activities by problem patrons

Process Zip book program orders for patrons

Compile and maintain library records and statistics

Collect fines, and respond to complaints about fines

Issue library cards to borrowers

Assist with volunteer management

Assist with the repair of damaged books

Assist with programs and events

Assist with community outreach and transportation of library materials to other agencies

Ad hoc Library duties as required

Respond to telephone calls timely for the purpose of being invited to work

#### **Library Relief Worker Qualifications / Skills:**

Ability to carry 25 pounds, bend, lift, and twist

Ability to work with the public

Computer literacy

Attention to detail

Confidentiality

Ability to convey information correctly through speaking and writing

Reading comprehension

**Library Relief Worker Requirements:**

Evidence of written, oral and interpersonal communication skills

A demonstrated ability to be trained and willingness to accept and respond to direction

Must have a valid CA Driver's license, current proof of vehicle insurance, and a reliable vehicle

Must have a functioning telephone number with functioning voicemail for the purpose of being invited to work