



- Ability to learn the functions of the library automation system as they relate to circulation services
- Work independently in order to meet assignment deadlines
- Work cooperatively with other staff members and the general public
- Adapt to changing work priorities
- Friendly and helpful manner
- Ability to work evenings and Saturdays as scheduled

#### **IV. PHYSICAL REQUIREMENTS**

The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, including avoidance of trips and falls, and observance of fire regulations. Physical requirements may include sitting or standing for up to several hours at a time, bending, lifting books/materials from 5-30 pounds on a continuous basis and carrying them short distances, pushing and pulling loaded book trucks from one area to another, performing repetitive hand, arm, and body movements, reaching overhead, bending and kneeling to shelve books.

The equipment required to be used for this position includes a phone system, computers, copy machine, fax machine, scanner, and book carts.

The Village of Menomonee Falls will provide reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act of 1990 (as amended).

#### **V. EEOE STATEMENT**

The Village of Menomonee Falls provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

In compliance with the American with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

*I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director Signature

\_\_\_\_\_  
Date