**Signed form must be returned with completed City of West Linn application**

### LIBRARIAN/LIBRARIAN II

### ESSENTIAL FUNCTIONS

Must have the ability to check books in and out, move books transferring from counter to cart to shelf.

Must have ability to work a regular schedule established for the position.

Ability to use light-pen and wand over bar code.

Must have ability to communicate effectively with general public and staff in a timely manner.

Must have ability to sustain activity for a minimum of a two (2) hour segment (block of time).

Ability to collect fines, make change and enter transactions in computer.

Ability to respond to reference and reader advisory questions from general public.

Ability to move 25 pound boxes.

Ability to assist patrons with computer equipment and demonstrate use of inter-library network computer system.

Acceptable method of transportation to and from work site during evening hours.

The employee is required to sustain an effective, working relationship with a variety of people (i.e. co-workers, peers and supervisors).

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the essential functions of this position and I am able to perform the essential functions of the Librarian/Librarian II position as outlined above.

Signature Date