



## VOLUNTEER SERVICE DESCRIPTION

### CITY OF FARMINGTON



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**TITLE:** PROCESSING ASSISTANT

**PAY CLASS:** VOLUNTEER-UNPAID

**COMMITMENT:** 1-2 MONTHS; ONE DAY A WEEK, FOR 2-4 HOURS (BETWEEN 9AM-5PM).

**NUMBER OF POSITIONS:** 1

**DEPARTMENT/DIVISION:** LIBRARY

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### IMPACT

The City of Farmington's Mayor's Volunteer Program (MVP) provides a wide range of opportunity for volunteers to contribute their knowledge, talent, and energy toward improving the quality of life in our community. MVP recognizes volunteers as instrumental partners in strengthening our community's bond and works to cultivate and model the generosity of spirit, time, and resources to further volunteer engagement and its stakeholders toward community participation.

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### JOB DUTIES

**ESSENTIAL DUTIES:** Works under the supervision of the Technical Services Coordinator; training and instruction may be provided by Library Technician, as assigned by Technical Services Coordinator.

Assists in processing library materials through the library's procedure system in order to make them available for patrons. Includes applying barcodes, book jackets, RFID tags, security strips and property stamp on library materials.

Considerable ability to pay attention to detail.

Maintains confidentiality of sensitive information.

Follows written and/or verbal instructions.

Attendance at work is an essential function of this position.

Assist in packing materials in boxes.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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### QUALIFICATIONS

This position is subject to the City's Drug- and Alcohol-Free Workplace Program.

Completes Volunteer Candidate Application online and interview.

Background check is required.

Attends orientation and training.

Ability to establish and maintain working relationships with co-workers, supervisors, and other city personnel and the public.

Responsible for reporting volunteer hours.

Must be able to commit to completion of on-the-job training regimen (up to 20 hours).

Duties must be performed quietly and capably.

Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds.

Good work habits are required (e.g. punctuality, dependability, etc.)

Ability to learn and operate tools and equipment listed.

#### TOOLS AND EQUIPMENT USED:

All volunteers under the age of 18 are prohibited by state law from working with equipment.

Ability to use tools and equipment listed; 3M RFID Conversion Station, 3M Tattle-tape Application System, Book carts, and Time clock.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a volunteer to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to walk, stand, talk and hear. The volunteer is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The volunteer is occasionally required to climb, balance, stand, stoop, kneel, crouch, or crawl.

The volunteer must occasionally lift and/or move up to 25 pounds. The volunteer will occasionally push fully-loaded book carts requiring up to 25 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is generally quiet.

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