

## JOB DESCRIPTION

### TITLE: **LIBRARY PAGE**

Non-Exempt

Pay Grade: H1

#### General Summary:

Under the supervision of an assigned supervisor, performs routine tasks in various departments; assists professional and clerical employees in maintaining the Library's collection of materials and equipment.

#### Essential Functions of the Job:

1. Arranges and shelves libraries books and magazines. Shifts books when shelves get crowded. Checks shelves to see that all books are correctly shelved according to title, author and number.
2. Checks books in and out.
3. Answers the telephone; answers questions appropriate to skill level; relays messages to appropriate individuals.
4. Performs various procedures prior to closing the library, turning off lights, checking exit doors, straightening chairs, picking up materials from tables, etc.
5. Operates standard library equipment such as audio-visual equipment, copiers, microform machines, typewriters, calculators, and adding machines.
6. Assists patrons with routine location questions referring patrons to other staff members as needed and instructs patrons in the use of the library equipment.
7. Prepares library materials for circulation (book jacket or audio-visual case, labels, book cards and pockets, stamps, etc.).
8. Mends library materials.
9. Performs various housekeeping tasks such as dusting shelves, straightening library appearance, watering plants and other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this clarification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

#### Employment Qualifications:

- High school diploma not required.
- This is an entry-level classification; no specific prior experience is required.
- Successful completion of a six month probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job may be considered.

#### Additional Specifications:

- Basic knowledge of library terminology; procedures and equipment; and of simple mathematics and English.
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to conduct oneself with tact and courtesy.

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