

JOB DESCRIPTION



Position: Library Page
Range: H1 (Non-Exempt) (Non-Union)
Reports to: Branch Head, Circulation Head, or Page Supervisor
Supervises: None
Reviewed: 1/15
Revised: 1/15

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JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Check books in. Place materials in alpha-numeric order for shelving. Shelf and shelf read all library materials. Shift books when shelves get crowded.
2. Answers the telephone; answers questions appropriate to skill level; relays messages to appropriate individuals
3. Performs various procedures prior to closing the library, turning off lights, checking exit doors, straightening chairs, picking up materials from tables, etc.
4. Assists patrons with routine location questions, referring patrons to other staff members as needed and instructs patrons in the use of the library equipment.
5. Check materials for damage.
6. Mend library materials.
7. Performs various housekeeping tasks such as dusting shelves, straightening library appearance, watering plants, shoveling snow, salting walkways, picking up trash 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 classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- High school diploma not required.
- This is an entry-level classification; no specific prior experience is required.
- Ability to learn library shelving system and sort/file materials alphabetically and numerically.
- Physical ability to push/pull fully loaded book cart and retrieve or place materials above shoulder or below knee level.
- Ability to work under close supervision and follow well established routines.
- Ability to perform repetitive tasks quickly and accurately.
- Successful completion of a six month probationary period.
- Able to repeatedly lift 20-25 lbs.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- 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.
- Basic computer skills.