



Position Description

Job Title: Library Page
Department: Library
Employment Status: Part time
Exempt/Non Exempt Status: Nonexempt

Scope of Work

This position is responsible for shelving and maintaining the order of the library's materials. This position is part time hourly with a flexible schedule that includes afternoons, nights and weekends with hours totaling less than 30 per week.

Supervision

Received: Assistant Library Director, Youth Librarian and/or Library Director.
Exercised: Supervises volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices.

Other Job Functions

- Performs related duties as assigned

Requirements of Work

Education: must be enrolled or graduated from high school. Prefer previous library experience, but not required.

Knowledge of:

- Business English (grammar, spelling, punctuation and tone)
- The use of standard office equipment including computers and relevant software

Ability to:

- Communicate effectively, both orally and in writing
- Perform basic math skills
- Work independently with minimal supervision
- Understand and follow directions
- Establish and maintain effective working relationships with supervisors, coworkers and the general public

Skill in:

- Organization and time management

Necessary Special Requirements

None.

Physical Demands

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

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.