

## **POSITION: LIBRARY PAGE**

### **Summary of Responsibilities**

Under immediate supervision, re-shelves library materials, maintains materials in the library collection in a neat and orderly fashion, assists in other support tasks as assigned.

### **Duties / Examples of Work**

1. Performs alpha-numeric sorting and filing tasks.
2. Arranges returned materials on book trucks and re-shelves them in proper order.
3. Shelf-reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
4. Empties book drop and takes returned items to the proper place for check in.
5. Prepares, repairs, or reconditions library materials.
6. Assists with library programs and displays.
7. Performs light housekeeping.
8. Performs other related work.

### **Knowledge and Abilities**

1. Ability to communicate effectively with staff and public.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system.
7. Ability to understand and perform assigned library procedures.
8. Good personal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
9. Working knowledge of English grammar and spelling.

### **Education and Experience**

1. Education equivalent to junior in high school.
2. Eligible for a child labor permit, if required.
3. No experience required.

### **Physical Demands of Position**

1. Ability to work in confined spaces.
2. Bending/twisting, reaching and feeling.
3. Climbing: ascending and descending short footstool.
4. Handling: picking up and shelving books.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 300-400 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
8. Talking, hearing and near vision.

### **Mental Requirements**

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Communication Skills: effectively communicate ideas and information both in written and verbal form.
5. Mathematical Ability: calculate basic arithmetic problems without the aid of a calculator.
6. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
7. Time Management: set priorities in order to meet assignment deadlines.

### **Environmental/Working Conditions**

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment.

### **Equipment Used**

Book truck for transporting materials to proper areas for re-shelving.