

JUNEAU PUBLIC LIBRARY JOB DESCRIPTION

Position: Page 1

Hours per week: Summer (Memorial Day – Labor Day) = approx. 6 hours weekly (varied hours)
Winter (Labor Day – Memorial Day) = approx. 3-6 hours weekly (4:00-7:00 pm on weekdays and 9:00 am – noon on occasional Saturdays)
(This position could increase in hours if the number of page staff decreases.)

Supervisors: Library Director, Assistant Director, and Library Clerk(s)

General Description:

Sorting and shelving library materials and performing other tasks as assigned. The duties for this position include, but are not limited to, the following:

- sorting, shelving, relocating and searching for all library materials
- emptying book drops
- re-shelving materials as needed
- contents checking of returned AV items
- shelf reading
- shifting collections as necessary
- closing and cleanup procedures
- dusting or cleaning of materials
- assisting patrons in use of A/V equipment
- assisting patrons within agreed limits
- performing simple mending of materials
- assisting in the preparation of displays
- on occasion, performing simple clerical tasks
- attending meetings
- participating in training sessions

Skills Required:

- must be able to file library materials alphabetically and numerically
- must have the physical ability to push and pull loaded book carts
- must be able to bend, stretch, and kneel
- must be able to climb on, and balance on, a kick stool
- must be able to communicate verbally and in writing with other library staff and with the public
- must have the ability to follow verbal and written instructions
- must be able to work without direct supervision

Other Requirements:

- must be available to work evenings (close at 7:00 PM) and weekends (closed on Sunday) as required
- must be willing to work with others and be cooperative with all library staff
- must be willing to carry out additional duties not already listed above