

PAGE

REQUIREMENTS FOR ALL EMPLOYEES:

- Ability to communicate clearly, both in writing and orally.
- Assist in promoting a safe working environment.
- Provide courteous and friendly service to patrons and staff.
- Willingness to help the library become a more inclusive environment for both staff and patrons.

EDUCATION/EXPERIENCE REQUIRED:

- High school diploma or GED.

KNOWLEDGE, SKILLS and ABILITIES:

- Ability to complete daily activities according to work schedule.
- Ability to learn library shelving procedures and policies.
- Ability to work independently and as part of a team.
- Knowledge of and interest in library procedures.

DUTIES AND RESPONSIBILITIES:

Circulation:

- Pull items on the picklist.
- Check materials in and trap holds.

Paging:

- Shelf library materials alphabetically and according to the Dewey Decimal System.
- Shelf-read regularly to ensure materials are in proper order.
- Maintain periodical collection.

Other:

- Refer all non-directional questions to appropriate staff members.
- Identify items in need of repair.
- Assist with repairs of library materials as requested.
- Assist with homebound services as requested.
- Perform related duties as required and assigned.

PHYSICAL REQUIREMENTS/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 different abilities to perform essential functions.

- Sit or stand for extended periods.
- Required to walk, talk and hear.
- Required to use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Occasionally required to climb or balance, stoop, kneel, crouch, crawl, or stand for long periods.
- Occasionally lift and/or move up to 50 pounds.
- Occasionally push carts loaded with up to 100 pounds of materials.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical tasks may include moving boxes, book carts or furniture.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

- Noise level in the work environment is generally quiet.

SUPERVISION: Page Supervisor

FLSA STATUS: Non-exempt

DISCLAIMER:

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Page Supervisor to assign, direct, and control the work of the Page.