

POSITION: PAGE – DAYTIME
REPORTS TO: CIRCULATION STAFF

BEGINNING WAGE: MINIMUM: \$8.00/HOUR
NO OTHER BENEFITS

PURPOSE OF POSITION:

Assist staff in support tasks, chiefly handling incoming and outgoing courier materials, shelving library materials and keeping items organized in all collections.

ESSENTIAL FUNCTIONS:

1. MORE interlibrary consortium: 85%
 - a. Assist with the handling of MORE materials: unpack courier bins; check in, route and shelve materials
2. Shelving: 14%
 - a. Re-shelve materials in proper order.
 - b. Read shelves and place materials in proper order.
3. Other duties: 1%
 - a. Assist with miscellaneous projects as assigned.
 - b. Refer non-directional questions to the appropriate staff member.
 - c. Perform other duties as required.

KNOWLEDGE AND ABILITIES:

1. Ability to perform moderately heavy physical work.
2. Ability to understand and perform routine library procedures.
3. Ability to communicate effectively with staff and public.
4. Ability to sort in alphabetical and numerical order and to develop a working understanding of the Dewey Decimal System.
5. Ability to follow directions.
6. Ability to learn and utilize proper operating techniques for equipment listed below, especially computer terminals.
7. Ability to work harmoniously with library staff and the public and to promote a positive image of the library.
8. Possession of a friendly and helpful manner.
9. Working knowledge of English language grammar and spelling.
10. Ability to maintain confidentiality of patron records.

PHYSICAL DEMANDS OF POSITION:

1. Bending/twisting, reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Fingering: typing, writing, filing, sorting shelving, and processing.
4. Handling: processing, picking up and shelving items.
5. Lifting and carrying: 30 pounds or less.
6. Pushing, pulling: objects weighing 400 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling, crouching.
8. Talking and hearing; use of telephone.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment: 100% or more.

EQUIPMENT USED:

Book truck, calculator, cash register, computer software, computer terminal, copy machine, printer, telephone.

EDUCATION AND EXPERIENCE:

1. Previous library experience preferred.
2. Eligible for a Child Labor permit, if required.

JOB REQUIREMENT:

Ability to work flexible hours, days, and Saturdays.

COLLECTIVE BARGAINING AGREEMENT:

Position is not represented by a union or bargaining group. Wages and benefits are set by the Library Board of Trustees.