

POSITION: PAGE – EVENING
REPORTS TO: CIRCULATION STAFF

RATE OF PAY: \$8.00

PURPOSE OF POSITION:

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

ESSENTIAL FUNCTIONS:

Shelving: 70%

1. Re-shelve materials in proper order.
2. Read shelves and place materials in proper order.

Check-out desk: 20%

1. Assist at the circulation desk:
check out materials, check in materials, process library cards

MORE interlibrary consortium: 5%

1. Assist with the activities of MORE materials handling:
pack courier bins, search reserves, clear holdshelf

Other duties: 5%

1. Assist adult staff with projects as assigned.
2. Assist with library programs and displays.
3. Refer non-directional questions to the appropriate staff member.
4. Assist in year-round upkeep of the library grounds; shovel snow, sand walks, pick up litter.
5. Perform other duties as required.

KNOWLEDGE AND ABILITIES:

1. Ability to understand and perform routine library procedures.
2. Ability to communicate effectively with staff and public.
3. Ability to sort in alphabetical and numerical order and to develop a working understanding of the Dewey Decimal System.
4. Ability to follow directions.
5. Ability to learn and adhere to all circulation rules and regulations.
6. Ability to perform moderately heavy physical work.
7. Ability to learn and utilize proper operating techniques for equipment listed below, especially computer terminals.
8. Ability to work harmoniously with library staff and the public and to promote a positive image of the library.
9. Possession of a friendly and helpful manner.
10. Working knowledge of English language grammar and spelling.
11. 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 50 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling, crouching.
8. Talking and hearing; use of telephone.
9. Shoveling snow; sanding walks.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment: 95% or more.
2. Outside work environment: up to 5%; snow shoveling and sidewalk maintenance; removing litter.
3. Flexible work hours; chiefly weekend and evening hours.

EQUIPMENT USED:

Book truck, calculator, cash register, computer software, computer terminal, copy machine, laser scanner, microfiche reader, microfilm reader, printer, snow shovel, telephone, and typewriter.

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, evenings and weekends.

COLLECTIVE BARGAINING AGREEMENT:

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