



10/24/17

**JOB TITLE:** Library Page I

**DEPARTMENT:** Library

**STATUS:** Part-Time, Non-Exempt

**LABOR GRADE:** 1

**JOB SUMMARY:** Under supervision this position shelves and organizes library collection materials and helps prepare the library facilities for program use. The position reads shelves, and applies acquired knowledge to help customers locate materials. The work requires an understanding how the library is organized. The work performed is subject to review through observation, reports and the results achieved.

**MAJOR DUTIES:**

- Shelves library materials.
- Reads shelves to assure materials are in proper order.
- Assists with programs when necessary.
- Maintains order in the Program Room.
- Dusting and Cleaning of shelves.
- Performs other tasks as necessary.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

- Ability to work effectively and cooperatively with staff, patrons, and volunteers.
- Knowledge of the alphabet.
- Ability to develop a working knowledge of the library collection and its organization.
- Ability to learn routine library procedures.

- Work a flexible schedule that includes day, night and weekend hours.

**SUPERVISORY CONTROLS:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions.

The employee works as instructed and consults with a supervisor as need on all matters not specifically covered in the original instructions or guidelines.

For all positions the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work that may include checking progress or reviewing completed work for accuracy, adequacy and adherence to instructions and establishing procedures.

**GUIDELINES:** specific detailed guidelines covering all the important aspects of the assignment are provided to the employee.

The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

**COMPLEXITY:** The work consists of tasks that are clear-cut and directly related. There is little or no choice to be made in deciding what needs to be done. Actions to be taken or responses to be made are readily discernible. The work is quickly mastered.

**SCOPE AND EFFECT:** The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, project or work unit and in related or supported units.

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The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**PHYSICAL DEMANDS:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring

bending' crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

**MINIMUM QUALIFICATIONS:** Knowledge of simple, routine or repetitive tasks or operations that typically include following step-by-step instructions and require little or no previous training or experience.