## 

## Job Title: Page

**Revised Date: December 2018**

### Classification: Page Temporary

**Schedule:** Part-time at 8-15 hours per week including days, evenings and one or more Saturdays and/or Sundays per month as assigned. Shift may rotate hours week to week or day to day.

**Performance Standards*:*** Provides excellent service to patrons of all ages, practices positive public relations and performs duties in a friendly and courteous manner. Demonstrates understanding of basic library routines and adheres to Library policies and procedures. Cooperates with other staff, promotes teamwork, shares information and resolves conflict. Demonstrates adaptability to Library needs.

**Position within the library organization*:*** Entry-level support position primarily in collection maintenance.

**Purpose of Position*:*** Facilitates accurate, efficient, consistent and attractive arrangement of library materials in all formats. Performs clerical tasks involving the application of standard library routines learned on the job.

## Reporting Relationships

Reports to Patron Services Manager. May receive work review/revision from other staff members.

## Supervisory Responsibilities

Hiring/firing: None.

Training: Participates in page training under the direction of Patron Services Manager,

Work Review/Revision: None.

# Duties

The following responsibilities are intended to provide an overview of duties associated with the position, not an exhaustive list of specific requirements. Employees will be expected to perform related duties associated with the purpose of their position not described here.

**Collection Maintenance**

1. Shelve library materials in all formats.
2. Maintain order of books, magazines and newspapers on shelves.
3. Maintain and tidy up all public areas.
4. Performs other clerical duties as requested.

**Circulation and Patron Services**

1. Answer some directional questions in person.
2. Refer patrons to reference staff for book selection and other questions.

**Professional Development**

1. Attends meetings and workshops as directed.
2. Participates in ongoing instruction with designated trainer to improve performance.

# Knowledge, Skills and Abilities

*Basic competencies required for all positions in the library:*

1. Ability to file accurately.
2. Ability to learn basic library computer circulation skills.
3. Ability to learn the specific skills of the assigned position and attend training programs available for the position.
4. Ability to work professionally with the staff and the public at all age levels.
5. Ability to follow written and verbal instructions.
6. Ability to lift, carry, and shelve library materials above the shoulders and below the knees, with reasonable accommodations.
7. Manual dexterity and coordination required to handle library materials.

*Special Competencies for this position:*

Physical requirements:

1. Ability to read small print and computer screens with accommodation.
2. Physical stamina is required, as well as the ability to lift at least 5 pounds frequently, to push and pull loaded book carts and other library equipment and materials. Physical activity includes but is not limited to long periods of standing, walking, stretching, bending and stooping. At times, prolonged periods of sitting may also be required.

# Education and Experience

# *Required:*

Some High School education.

Work permit required if under 18.

*Desired:*

Library or retail experience.

Some knowledge of literature.