

# Job Description

## Library Page

### Overview of Position

Library Pages are responsible for shelving and retrieving materials and assisting library staff as directed.

### *Duties/Examples of Work*

- Sorts and arranges library materials for shelving and shelves them in proper order.
- Retrieves materials from shelves for filling hold requests.
- Monitors shelves for neatness and correct shelving order.
- Refers non-directional questions to appropriate staff members.
- Straightens and picks up the library.
- Assists with opening and closing the library.
- Assists with library programs.
- Helps prepare library materials for circulation.
- Performs other duties as required.

### *Knowledge, Skills, and Abilities*

- Ability to understand and perform routine library procedures.
- Ability to communicate effectively with staff and public.
- Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal and other systems of library materials arrangement.
- Ability to work a flexible schedule, including nights and weekends.
- Ability to maintain a regular work schedule.

### *Physical Demands of the Position*

- Frequent standing, walking, bending, twisting, stooping, and lifting and pushing of moderately-heavy loads.
- 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 disabilities to perform the essential functions.

### *Special Requirements*

- Reliable transportation is a must.
- We expect our Pages to cooperate with one another to ensure that shifts are covered. This may, upon occasion, require Pages to trade shifts or work more than regularly scheduled hours
- Potential hires may be asked to take a short test on their ability to sort in alphabetical and numerical order.