



JOB DESCRIPTION

Job Title: Page

Department: Branch Services

Reports to: Branch Services Manager

Status: Non-Exempt

Salary Range: \$15.00-\$16.00 per hour, depending on experience

Job Summary

The Page reports to the Branch Services Manager and is responsible for all shelving functions with detail and accuracy in accordance with Library policy and procedure.

Essential Duties

- Accurately sort items alphabetically or numerically. Shelve material in proper location and ensure shelves are in proper order.
- Shelf-read and search for items on various lists.
- Empty the bookdrop.
- Assist with collection maintenance, including identification of misplaced and/or damaged items and other tasks.
- Demonstrate good judgment to comply with policies and procedures
- Perform work in a safe and courteous manner.
- Provide excellent customer service
- Other duties as assigned

Required Knowledge, Skills, & Abilities

- Highly skilled at detail work
- Strong written/oral communication skills
- Ability to quickly and accurately sort items in alphabetical or numerical order
- Strong interpersonal, problem solving, and troubleshooting skills
- Ability to work with others professionally and follow procedures

Physical Requirements

- Ability to sit, stand, walk, bend, and stoop for extended periods of time

- Ability to lift up to 40 lbs., bend and stretch or use a stepstool to routinely retrieve materials on very high or low shelves. Ability to maneuver book carts up to 100 lbs.
- Ability to use a computer, keyboard, mouse, and perform repetitive hand motions for extended periods of time
- Reasonable accommodations to these requirements will be made, as needed

Additional Requirements

- Must be 16 years of age
- Dependable transportation between district branches and library sanctioned events
- Ability to pass a background check
- If not a U.S. citizen, has a valid work permit

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

Any essential functions of this position will be evaluated should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

I have received a copy of my job description and understand the expectations for my employment.

Employee Signature

Date