



JOB DESCRIPTION

Title: **LIBRARY PAGE F/T**
Department: Library
Class Code: 6894
FLSA Status: Non-Exempt
Effective Date: June 23, 2016

GENERAL PURPOSE

Under close supervision from an administrative superior performs routine and repetitious tasks including sorting, retrieving, and shelving library materials accurately and efficiently. Interacts with library patrons in support of the Library mission.

ESSENTIAL DUTIES

- Sorts and shelves materials in accordance with established classification systems.
- Straightens and dusts library materials.
- Checks shelves for missing library materials.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

- Employees will perform elementary and repetitive tasks limited to shelving, retrieving, dusting, and simple departmental processing. All work is performed according to established procedures with regular and immediate supervision. Little independent judgment is required.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduation or equivalent.

Necessary Knowledge, Skills and Abilities

- Knowledge of numerical and alphabetical sequencing and the Dewey Decimal system as related to library filing.
- Ability to read and write the English language at a level necessary for efficient job performance.
- Ability to learn and perform repetitive tasks, follow written and oral instructions.
- Ability to learn the operation of equipment for simple procedures.
- Ability to establish and maintain effective and harmonious working relationships with others, including the general public.

TOOLS & EQUIPMENT USED

- Library computer system; calculator; copy and fax machine; phone.

PHYSICAL DEMANDS

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.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____