

DATE PREPARED: JULY 2017
POSITION: PAGE
CLASSIFICATION: unclassified
REPORTS TO: BRANCH SUPERVISOR

BASIC FUNCTION: The position of Page is responsible for shelving and filing library materials quickly and accurately, and for ensuring that library shelves and files are neat and in order.

SURBORDINATES: None

NATURE AND SCOPE: This position reports directly to the appointed Page Supervisor. The position improves access to the library collection by ensuring that library materials are in proper order and promptly re-shelved or re-filed in their appropriate position when returned. The incumbent is guided by filing and shelving rules and procedures. The incumbent inspects materials to determine their physical condition and need for repair. The incumbent must be able to communicate well with staff and the public. The incumbent is guided by rules, procedures and policies established for the library system. The incumbent refers matters of policy or important decision making to the Page Supervisor.

PRINCIPAL ACCOUNTABILITIES

Ensures effective access to the library collection by making sure that items are returned to the shelves or re-filed quickly and correctly;

Ensures that library materials are in correct order and that shelves are neat;

Serves patrons in a courteous and business-like manner.

ESSENTIAL DUTIES OF THE POSITION (Other duties may be assigned as necessary for the efficient operation of the library system.)

Shelves, files, and stores library materials properly and promptly;

Maintains neat shelving and storage areas that are in proper sequence;

Prepares carts to be shelved and empties carts of discharged items;

Straightens public reading areas to maintain a neat condition;

Inspects physical condition of library materials;

Retrieves library materials upon request;

Retrieves materials from the book drop;

Reads shelves;

Assists with opening and closing procedures.

ACCEPTABLE SKILLS, KNOWLEDGE, AND ABILITIES

Ability to learn and utilize library classification systems; ability to alphabetize accurately; ability to arrange and shelve library materials carefully, accurately, and quickly; ability to locate library materials. Basic knowledge of computers. Ability to do physical work such as lifting, reaching, moving heavy, full book carts, kneeling, and climbing stairs. Ability to see and read small labels. Ability to maintain a neat, clean appearance in keeping with the established dress code; ability to work effectively with other staff. Knowledge of the Dewey Decimal System is preferred.

REQUIREMENTS AND QUALIFICATIONS

A high school diploma or its equivalent required or, proof of attendance/current studies designed to result in a high school diploma. Work permit required if under age 18. A commitment to excellent public service required. Must be able to meet the flexible scheduling requirements of the library. Must be able to perform the major functions of the position.