

## **Job Description: LIBRARY PAGE**

**CLASS NO.** 1509

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** Unclassified

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

This is an entry level position in the Chambers County Library System involving simple and routine clerical work. Employees hired for this position are responsible for shelving and retrieving of books and other materials. No previous training or special knowledge of library procedures is required, but library experience is preferred. Positions in this class are usually part-time. Performs tasks associated with daily library operations as assigned by Branch Librarian.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Branch Librarian
2. Directs: This is a non-supervisory position.
3. Other: Has contact with co-workers and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Sorts book trucks; shelves library materials according to the Dewey Decimal System; reads shelves to ensure orderly & accurate locations of materials

Cleans shelves as needed

Clear tables of books and magazines

Checks the condition of all materials prior to shelving

Rearrange shelves to prevent crowding

Empties book drop

Assists with copying, collating, folding, stapling of materials as needed

Stuffs envelopes and places address labels on envelopes

Counts items for the purpose of compiling statistics as needed

Performs cleaning tasks on audio-visual equipment and materials.

\*For the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 7/22/2014

## **CLASS NO. 1509 (Continued)**

Answers telephone if staff is not available.

Decorates library meeting room, foyer, or public areas.

Performs related lower level work as required

Provides library public services as needed

Charges and discharges library materials; processes new library card applications as needed at the discretion of Branch Librarian

May be responsible for assisting with programs as needed

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* This is an entry-level, part-time position. No prior knowledge of library or office procedures is necessary. No prior knowledge of office equipment operations is necessary. No classroom training in library science is necessary.

- Ability to sort and file alphabetically and numerically
- Ability to interact well with all library patrons, demonstrate a proficiency in oral communications skills
- Ability to operate general office equipment
- Ability to follow simple oral and written instructions
- Ability to perform light physical tasks
- Positive attitude towards public service work
- Self motivated

*Skill/Ability to:*

- Work nights and weekends
- A basic aptitude for alphabetizing and filing.
- The physical ability to move books, etc. from one location to another and to place them on shelves near the floor and above the head is necessary.
- Approximately 95% of this job consists in the physical handling of materials in this manner.
- Very little of this job allows seated deskwork. On the job training for various tasks will be provided.

## **ACCEPTABLE TRAINING AND EXPERIENCE**

None

## **CERTIFICATES AND LICENSES REQUIRED**

None

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Chambers County