

Title: Library Page
PG: 04
Status: Non-Civil Service
Position Reports to: Unit Supervisor
Department: Parks & Recreation

Class Code: 5009
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This job is responsible for providing support and assistance to the public service activities of the library. Work is performed under direct supervision. Working hours include nights and weekends.

ESSENTIAL FUNCTIONS:

Circulation and Fine Arts:

1. Sorts and shelves all types of library materials according to correct shelf classification
2. Performs shelf-reading as assigned, correcting errors as they are found, and shifts materials as needed.
3. Answer page calls to retrieve materials for patrons
4. Empty book drop according to schedule
5. Clear abandoned materials from public areas and straighten tables and chairs, keeping areas neat and orderly.
6. Other duties and related tasks as assigned

Branch Library:

1. Includes Pages duties noted above
2. Works with the public at the circulation desk: checking materials in and out, processing applications for new cards.
3. Handle cash transactions for overdue fines.
4. Operate telephone switchboard
5. Prepare crafts for children's programming
6. Basic maintenance of photocopiers and fax machines.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of Dewey Decimal system.
2. Knowledge of computerized library applications and keyboard skills (Branch).
3. Knowledge of alphabetical and numerical sequencing.
4. Ability to deal with the public in an efficient and courteous manner.
5. Ability to take oral and written instruction.

WORKING CONDITIONS AND ENVIRONMENT:

Requires sedentary work that involves walking, standing, stooping some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Must be 16 years of age and be able to read and write
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.