



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted February 4, 2019*

**JOB OPPORTUNITY**

JOB TITLE: Page Supervisor

WORKSTATION: Newport

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

SCHEDULE: Monday through Friday generally, with some evenings and weekends (40 hours a week).

COMPENSATION: \$13.00 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



## Page Supervisor

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REPORTS TO: Patron Services Supervisor  
JOB CLASSIFICATION: 4  
STATUS: Non-Exempt  
REVISED: 01 Mar 2018

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### **BASIC FUNCTION:**

Under the general direction of the Patron Services Supervisor, the Page Supervisor is a customer service position that requires extensive interaction with the public and other staff members. The Page Supervisor performs specialized tasks related to the circulation of library materials including processing circulating materials, shelving, answering patron inquiries in person and on the phone, and handling money for fines, fees, or other services. The Page Supervisor is responsible for the supervision of the Library Pages, providing schedules, training, conducting performance reviews, hiring, and disciplining. Duties require supervisory skills, independent judgment, and independent action.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

### **RESPONSIBILITIES:**

- Perform general desk duties including answering telephone and directing calls, circulation of library materials, check in magazines and newspaper, holds processing, fine/fee payments, processing library card applications, scheduling/confirming meeting room reservations, recording statistical usage (in-house, honor, etc) and other similar responsibilities.
- Supervise and schedule Library Pages.
- Evaluate and hire new Library Pages, with the oversight of the Patron Services Supervisor.
- Resolve disputes with patrons concerning overdue, lost and damaged items, directing unresolved issues to the Patron Services Supervisor or other supervising staff members.
- Participate, with the Branch Manager and in coordination with the other branch circulation staff, in setting/changing policies and procedures for branch circulation services.
- Shelve library materials, ensure library shelves are in order, and shift library materials as directed.
- Empty bookdrop.
- Perform minor repairs on materials.
- Reconcile cash drawer.
- Serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

### **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- Bachelor degree preferred or a combination of some post-secondary education and relevant work experience.

- Knowledge of library principles and practices and the ability to put them into practice.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Prior supervisory and customer service experience preferred.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage.

**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.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 40 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.