



Library Page

REPORTS TO: Page Supervisor
JOB CLASSIFICATION: 1
STATUS: Non-Exempt
REVISED: 09 April 2024

BASIC FUNCTION:

Under the general direction of the Page Supervisor, the Library Page performs basic clerical duties related to shelving the Library materials and maintaining the order of those materials. Duties may require independent judgment and action within specific parameters. The Library Page interacts with both the public and staff.

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:

- Shelve library materials, ensure library shelves are in order, and shift library materials as directed.
- Maintain the order and attractive appearance of items in the collection.
- File magazines/newspapers.
- Empty item return.
- Gather items for hold request and scan materials used "in-house" for daily statistics.
- Assist in keeping public areas of the building tidy and orderly.
- Prepare branch for closing in the evening as scheduled, cleaning (with sanitizing wipes) all public computer terminals and surrounding surfaces.
- Direct patrons as needed to appropriate customer service desks.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Completion of high school, GED, or in the process of attaining either.
- Minimum age of 16.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage preferred.

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. Work extensive hours at the computer screen. 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 30 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.

The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Newport