

Job Title: Library Page

Department: Library

Reports to: Library Director

Employed by: Village

Hours: 10 hours per week

General Statement of Duties:

Shelves books and performs simple routine clerical tasks; does related work as required.

Distinguishing Features of the Class:

- Under direct supervision, the work of this class includes shelving of library materials, shelf maintenance, and occasionally performing minor clerical tasks.
- Incumbents provide simple directions to patrons, and may be asked to perform simple physical tasks to support library programs or procedures.
- The work requires no prior knowledge of library procedures, as employees are trained on the job.

Examples of Work: (Illustrative Only)

- Sorts, shelves, relocates and searches for library materials;
- Reads shelves for accuracy of order, re-shelving materials as needed;
- Provides simple directional information to patrons;
- Clears tables and keeps furniture in order;
- Dusts or cleans materials;
- Assists patrons;
- Does simple mending of library material;
- Assists in preparation of displays;
- May on occasion, perform simple clerical tasks.

Required Knowledge, Skills, Abilities, and Attributes:

- Ability to understand and carry out simple oral and written directions;
- Courtesy, good judgment, accuracy, and orderliness;
- Ability to sort material in alphabetic or numeric order;
- Ability to lift objects such as books, supplies and files;
- Physical condition commensurate with demands of the position.

Other Requirements:

- A criminal background check and drug test are required.
- Serve a probation period of 6 months.

I, _____, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

Signature of Employee

Date

I, _____, bare witness to the acknowledgement and will uphold the supervisory role of the aforementioned rules, duties, and responsibilities.

Signature of Library Director

Date

10-05-2018