

Position Title: Library Page

Part time, non-career

Position Summary: Under the close supervision of the Library Director or his/her designee, is responsible for the orderly return of library material to its proper place and other duties as assigned. Refers reference questions and difficult or unusual situations to the proper staff.

Positions Functions:

- Returns materials to proper location
- Shelf reads the collection to maintain order
- Empties the book drop
- Answers the phone
- Assists with programs
- Performs basic housekeeping tasks as assigned
- Performs related duties as assigned
- Refers reference questions and unusual situations to the proper staff
- Assists the circulation staff with checking material in and out.

Minimum requirements:

- Must be at least 15 years of age and has acquired or is pursuing a high school diploma or GED.
- Must have the ability to read, write, and understand instruction
- Ability to sort and shelve material alphabetically and numerically
- Ability to complete repetitious tasks with complete accuracy
- Ability to work independently to complete routine tasks
- Basic computer and Internet skills
- Ability to lift up to 30 pounds; be able to push and pull heavy library carts filled with books; frequently lift, stretch, bend, stoop, sort, and shelve all library material.
- Ability to stand and walk for long periods of time
- Ability to work a flexible schedule including days, evenings, and weekends