

TITLE: LIBRARY PAGE  
REPORTS TO: CIRCULATION SUPERVISOR  
JOB CLASSIFICATION: NON-EXEMPT  
LIBRARY: SPRING LAKE DISTRICT LIBRARY

#### NATURE OF WORK

This is an entry-level position whose essential function is shelving all library materials, performance of cleaning tasks and grounds maintenance.

#### EXAMPLES OF WORK

Listed examples are illustrative and representative of the tasks required of this position but are not intended to be complete or exclusive of this position.

- Shelves all library materials in the correct place.
- Checks in library materials.
- Uses the Digital Library Assistant device to confirm item status.
- Removes old periodicals and newspapers from the circulation shelves for disposal.
- Performs shelf reading and physical straightening of library materials to keep shelves in order.
- Searches for items listed on status reports.
- Checks and repairs audiovisual material.
- Handles care of plants.
- Performs grounds maintenance functions such as weeding, pruning, planting, watering, and other maintenance tasks.
- Cleans library building and contents using equipment and processes as directed.
- Moves tables and chairs as required for Library programming.
- Assists Library staff in carrying out planned Youth Services programming.
- Performs other duties as required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be 14 years of age or older to comply with employment law.
- Ability to work under supervision.
- Knowledge of alphabetical order and ability to implement in library use.

## DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- High school diploma or GED from an accredited institution

## STANDARD PHYSICAL REQUIREMENTS

- Lift manually 30 pounds of weight.
- Push a fully loaded book truck.
- Reach shelves that range from floor height to 82 inches high.
- Lift, carry, stoop, bend, push, and reach when shelving library materials.
- See adequately to perform the duties of the position.

## WORKING ENVIRONMENT

- Climate-controlled building.

## REPORTING RELATIONSHIP

- Reports to the Circulation Supervisor. In the absence of the Circulation Supervisor, reports to the Adult Services Manager.