

SPRING LAKE DISTRICT LIBRARY JOB DESCRIPTION

LIBRARY PAGE

Supervised by: Circulation Supervisor
Supervises: N/A

Position Summary:

This is an entry-level position. The main functions of this job are sorting library materials, shelving library materials, and keeping library materials in order. The care taken in the performance of these tasks is essential to the smooth running of the library. In addition, pages assist with other library tasks as required.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Shelves all library materials in the correct place
- 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 monthly status reports
- Checks and repairs AV materials
- Shifts and rearranges materials on the shelves
- Fine sorts items onto shelving carts
- Helps prepare building and materials for special events or projects
- Assists with incoming and outgoing materials
- Provides polite interaction with patrons
- Performs other duties as assigned

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

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

Standard Physical Requirements

- Lift manually 30 pounds of weight
- Push a fully loaded book cart
- Reach shelves which 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.
- Library setting with work interruptions by patrons and staff.
- Paid Time Off accrues based on amount of hours worked.