

Library Page (Temporary Part-Time)

General Statement of Duties

The Library Page is expected to act as the main shelver and shelf-reader for the library.

Supervision Received

Library Director; Circulation, Programming, and Outreach Librarian; Technical Services Librarian

Supervision Exercised

None

Physical Requirements

Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal and must be able to shelve and/or retrieve books from top and bottom shelves. Must be able to lift forty pounds and carry it across the Library. Must be able to cope with the mental and physical stress of the position. Must be able to bend and stretch to reach high and low shelves for extended periods of time. Must provide own transportation in the conduct of duties.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential function.

Experience and Training

Any combination of education and work experience that provides the following:

- Ability to follow detailed, complex instructions
- Ability to quickly and accurately identify letters, numbers, and punctuation
- Ability to quickly and accurately put words and letters in alphabetical order
- Ability to quickly and accurately put numerals in numerical order, including the use of decimals
- Competence with learning new computer applications

The experience and education requirements may be waived at the discretion of the library director.

Approved March 19, 2019