

Traverse Area District Library Job Description

Job Title: Library Page
Department: Various
Reports To: Department Supervisor or Designate
Effective Date: December 18, 2014

SUMMARY

Responsible for the shelving of materials, maintaining materials in correct series through shelf reading, assisting in overall daily library procedures; capable of working evenings and weekends.

SUPERVISION RECEIVED

Department Coordinator or Page supervisor or other designated supervisor assigns tasks, sets schedules and provides performance evaluation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position may be required to assist in the operation of the library by performing any or all of the following essential duties and others as assigned:

1. Shelf materials.
2. Maintain stack area. Shelf read.
3. Prepare materials for circulation. Inspect, clean and repair materials in audio-visual area.
4. Straighten books, replace file materials and return serials to work area.
5. Assembling and taking down tables frequently in the meeting room.
6. Assist staff members in related work.
7. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work 15 to 19 hours per week
Ability to understand the Dewey decimal system
Must be available to work evenings and weekends
Ability to work effectively with the general public and fellow employees

EDUCATION

REQUIRED: High school education

PHYSICAL DEMANDS

Ability to push carts of heavy materials, ability to lift 25 lbs. on a regular basis, ability to stand for long periods of time, ability to bend, stoop and stretch to complete the essential duties of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.