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City of Clintonville

Position Description

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Title: Library Page
Department: Library
Date:
FLSA Status: Non-Exempt

General Description:

Under immediate supervision, the Library Page reshelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

Reportage:

The Library Page reports to the Youth Services Librarian.

Examples of General Work Duties and Responsibilities:

1. Performs alpha-numeric sorting and filing tasks.
2. Arranges returned materials on book trucks and reshelves them in proper order.
3. Shelf-reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
4. Empties book drop and takes returned items to the proper place for checking in.
5. Pulls back issues of periodicals as requested.
6. Refers non-directional questions to appropriate staff member(s).
7. Assists people with the operation of the public equipment available in the library, connecting to the internet, and utilizing library software applications.
8. Assists with library programs, displays, and bulletin boards.
9. Does bibliographic checking.
10. Performs light housekeeping.
11. Performs other related work.

Knowledge, Skills, and Abilities:

1. Ability to communicate effectively with staff and public.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.
7. Ability to understand and perform assigned library procedures.
8. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors
9. Working knowledge of English grammar and spelling.
10. Artistic ability preferred.

11. Basic proficiency in using computers, including proficiency with word processing, spreadsheets, email, and web browsing applications.
12. Ability to learn and use the OWLSnet automation system, particularly InfoSoup, the online catalog.

<u>Minimum Training, Education, and Experience:</u>
1. Must be 16 years of age or older.
2. Must be at educational level equivalent to junior status in high school.
3. Eligible for a child labor permit, if required.
4. No experience required.