



## JOB DESCRIPTION

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**JOB TITLE:** Library Page

**JOB CODE:** 02530

**DEPARTMENT:** Library

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Librarian I, Library Services Coordinator

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### **SUMMARY OF JOB PURPOSE**

Sorts, shelves, issues, and receives library materials; and/or prepares and repairs library materials for use.

### **ESSENTIAL FUNCTIONS**

1. Prepares library for opening by turning on lights, exhaust fans, copier machines, and computers; straightens facility and prepares circulation desk for use by copying and posting daily schedule, and picking up newspapers from outside; may perform closing procedures and other related tasks as required.
2. Collects books from behind circulation desk and sorts for appropriate selection; shelves books, reference materials, and audio books and videos; organizes newspapers and magazines; checks in materials collected from the book-drop overnight.
3. Reads shelves to locate books out of place; re-checks materials using library computer system and re-shelving in proper location, shifts materials as necessary.
4. Processes newly received materials by stamping, covering, applying security strips, and labeling.
5. Processes and mends materials as in replacing or changing spine labels and repairing or replacing cases for audio/video materials; recycles discarded books and/or materials.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Minimum level of education: Completion of the tenth (10) grade; previous experience and/or training preferred, but not required.

#### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence and present information in one-on-one or small group situations to customers, clients, and other employees of the County.

#### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's; perform operations using units of American money and weight measurement, volume, and distance.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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### REASONING ABILITY

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Must possess ability to work independently; ability to multi-task and adjust priorities as necessary; ability to follow instructions to perform basic, non-technical, non-professional duties; beginner to intermediate level of computer knowledge and an aptitude to learn new programs; ability to learn library circulation software; able to use or learn to use Microsoft Office software at a basic level, photocopier and other standard office machines with minimal directions.

### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee regularly is required to climb, balance and stoop, kneel, crouch, or crawl; lift and carrying objects of moderate weight (12-20 pounds) and push or pull loaded, wheeled book carts of very heavy weight (100 - 150 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORKING ENVIRONMENT

The noise level in this work environment is usually quiet.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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