

Job Title: Page	Department: East Circulation / West Circulation
Classification: Page	FLSA Status: Non-Exempt
Reports to: Circulation Supervisor	Supervises: None

Primary Duties

- Prepare materials for shelving or filing, and shelf or file materials in correct alphanumeric order. Shift materials as assigned or as necessary. Shelf read to ensure that materials are in correct alphanumeric order.
- Retrieve materials from the book drop and check them in.
- Assist patrons in locating materials in the library.
- Assist with basic transactions at the circulation desk (check materials out to patrons, check in returned materials, place holds, etc.) as needed.
- Maintain appearance of collections by aligning materials, and through use of supports, dividers, etc.
- Retrieve and discard litter from stack areas, etc.
- Answer telephone. Take messages. Route patrons and telephone calls to appropriate destinations.
- Work cooperatively and in professional harmony with staff members, administrators, and the community.
- Follow all library policies and procedures.
- Perform other duties and assignments as required.

Education, Experience, and Training

- Must be at least 16 years old. If under 18, must have or be able to obtain work permit as required.

Knowledge, Skills, and Abilities

- Ability to sort and shelf materials in correct alphanumeric order.
- Physical capacity to place materials on shelves at all shelving heights.
- Ability to follow multi-step written and/or verbal instructions and to perform routine procedures involving several steps.
- Ability to exercise valid judgment in evaluating situations and making decisions. Ability to work with limited direct supervision.
- Ability to learn and effectively use Library’s automation system to check materials out to patrons, check returned materials back in, place holds, etc.
- Ability to use computers and assist patrons in using library computers.

- Familiarity with Microsoft Office Suite or other open source office programs, the Cloud, social media, tablets, e-readers and smartphone devices.
- Ability to find and download applications from multiple app stores on multiple devices.
- Ability to establish and maintain effective working relationships with Library staff members and the public.
- Ability to work in a team setting. Willingness to assist and support coworkers, contribute ideas, and maintain flexibility.
- Ability to adapt to a rapidly changing environment.
- Ability to communicate effectively.
- Capacity to be easily understood on telephone. Demonstrated knowledge of proper telephone etiquette; ability to use phone systems; ability to take messages and route them to the appropriate staff member or department.
- Willingness and ability to understand and support the fundamental principles of library services, such as: open access to library materials in any format for people of all ages; the library's obligation to provide materials representing as many points of view as possible; and a patron's absolute right to privacy in dealings with the library and with respect to records maintained by library.

Hours and Working Conditions:

- Work schedule is typically two to three evenings per week from 4:00pm – 8:00pm and some Saturdays. Saturday shifts are generally 4-8 hours long between the hours of 9am and 5pm. Some additional hours may be required. (8-16 hours/week)
- Must be able to lift and move items and materials weighing up to 40 pounds; push or pull carts loaded with materials weighing more than 150 pounds.
- Must be able to place books and other materials on shelves at various heights, ranging from floor level up to 84" high. May need to use step stool.
- Must be able to perform job in areas where seating cannot be provided.
- Must be able to work in book stack areas where there is exposure to dust, newsprint, etc.