

ORGANIZATION:	City of Canby	DATE:	July 2007
DEPARTMENT:	Library	UNION:	Non-Represented (<20 hrs/week)
TITLE:	Library Page	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: Perform routine duties within the Library, primarily limited to re-shelving collection items and shelf reading. Assist with day-to-day operations of the Library by ensuring that materials are properly checked in, routed and organized for easy retrieval by both staff and the public.

ESSENTIAL JOB FUNCTIONS:

Handles courier, check-in, sorting, shelving, and shelf reading functions to ensure organization and proper routing.

Re-shelve collection materials following standardized shelving instructions. Perform shelf reading in order to discover and correct mis-shelved materials.

Assist the public, in person and on the telephone, by answering routine questions and/or referring them to the appropriate staff member for further assistance.

May perform the more routine duties of a Library Assistant in order to learn, or improve skills and knowledge of general library operations.

Perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Perform various clerical tasks in support of library operations, e.g. data entry, mail sorting, photocopying, typing, etc. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Knowledge of arithmetic, spelling, alpha/numeric sorting methods, and general clerical related skills, operation of data entry and other standard office equipment. Any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Previous work experience in a public library organization.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as magazines, files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual library working conditions. The noise level in the work area is typical of most library environments with telephones, personal interruptions, and background noises. Evening and weekend work required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direct supervision of the General Services Director. May receive guidance and leadership from other library personnel.