

ORGANIZATION:	City of Canby	DATE:	August 2017
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 check-in, re-shelving collection items, processing materials, 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:

Handle courier, check-in, sorting, shelving, and shelf reading functions to ensure organization and proper routing of library materials, with attention to detail.

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.

Assist in the opening and closing procedures of the library.

Process library materials by applying covers, spine labels, RFID tags, and replacing DVD cases.

Assist with library programs such as setting up and taking down of tables/chairs, assisting with crafts, and clean-up.

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, walk, bend, kneel, stoop, communicate (talk and hear), reach, lift, and manipulate objects. This position requires mobility. Duties involve lifting, carrying, stacking, and moving materials weighing up to 30 pounds on a regular basis including but not limited to books, magazines, files, book crates, office equipment, etc.

The employee must be able to move wheeled carts weighting up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Employee must be able to distinguish numbers and characters in print and on an electronic screen. Must be able to efficiently use a computer keyboard and mouse. Manual dexterity and coordination are required for over 50% of the work period while operating equipment such as computer keyboard, printers, copiers, calculator, and other standard office equipment. Duties of this position are usually performed in an indoor environment, involving heavy public contact with a usually moderate noise level.

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 Library Supervisor. May receive guidance and leadership from other library personnel.