

LIBRARY PAGE

DISTINGUISHING FEATURES OF THE CLASS: The work involves shelving of books, shelf maintenance, assisting patrons to use the library and performing minor clerical tasks. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision of a higher level library employee. The work requires no prior knowledge of library work, as employees are trained on the job. Does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sorts and shelves books in alphabetic and/or numeric order; Reads shelves for accuracy of book order, re-shelving books as needed; Gives directions to patrons on the use of library materials and equipment; Locates or answers questions from patrons on how to locate library materials; Arranges newspapers and periodicals for use, filing them as needed; Moves books and other library materials to proper locations; Performs simple, routine clerical tasks, e.g. filing book cards or checking out books; Dusts and washes library furniture and/or books, checking for damage; Cleans tables, and keep library rooms in order; Operates library equipment such as photocopiers, microfilm or microfiche readers, or computer; Makes minor repairs to library materials; Delivers materials between library departments and other organizations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of organization of library materials; Working knowledge of operation of basic library equipment; Ability to understand and carry out simple oral and written directions; Ability to get along with patrons; Ability to place things in alphabetical order; Ability to lift objects such as books, supplies and files; Ability to performs close detail work; Willingness to follow a prescribed routine; Willingness to be exposed on occasion to dust and dirt; Accuracy; Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: None

Adopted 6/7/10

Revised 2/27/18

Reviewed 12/27/18

Labor