

Position Description

Title: Library Page (Part-Time)

Mississippi Valley Library District

Rvsd. April 2019

I. Job Purpose:

The Library Page is responsible for modelling excellent customer service to all staff and customers by providing correct arrangement of library materials in a branch library. There are a designated maximum number of hours per budget year available for the Library Page to work and schedules are determined and adjusted based on the needs of the library.

This is a part-time non-exempt position with an hourly pay rate of \$9.50 per hour. The position will work a maximum of 1,000 hours per year based on the needs of the library.

II. Essential Responsibilities:

- Shelves library materials correctly and efficiently.
- Straightens and shifts library materials to ensure adequate space and a neat appearance.
- Contributes to general neatness of the library.
- Ensures that library materials are in correct order.
- Pulls materials from lists provided by Library staff.
- Interacts with Library customers in a friendly and helpful manner.
- Reports safety and security issues to management.
- Provides flexibility of schedule to meet library needs, including availability to work evenings and weekends.

III. Non-Essential Job Functions:

- Empties book drop.
- Assists with Summer Reading Program.
- Assists with branch decorating (e.g., bulletin boards)
- Assist customers with online catalog

IV. Supervised By:

Receives general supervision from the Circulation Supervisor.

V. Required Skills:

- Models excellent customer service attitude and delivery.
- Demonstrates proven computer literacy with adequate keyboarding skills.
- Uses effective verbal, written, and discreet communication with management, coworkers, and the public.
- Exhibits self-motivation with the ability to prioritize, meet deadlines, and manage changing priorities.
- Demonstrates excellent organizational and planning skills with ability to perform multiple tasks concurrently.
- Exhibits ability to work with alphabetical and Dewey Decimal systems.

VI. Experience and Training:
None

- VII. Essential Physical Abilities to be accomplished with or without reasonable accommodation are:
- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
 - Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
 - Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
 - Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district meetings at various locations.
 - Lift up to 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, and reach shelving from floor level to six feet high, and stand or walk for at least one hour at a time.
 - Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings.

VIII. Beginning Salary

This is a part-time non-exempt position with an hourly pay rate of \$9.50 per hour. The position will work a maximum of 1,000 hours per year based on the needs of the library. Availability to work evenings and weekends required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.