

JOB DESCRIPTION

Title: Page

Classification: Page

General Description: Performs public service duties and clerical work.

Work Schedule: Works between 8-15 hours a week. Must work Saturdays and evenings, as needed.

Qualifications:

Education: Some high school education.

Experience: Basic knowledge of library operations and organization preferred.

Physical/Mental: The page must have general computer skills.

Library employees must be able to lift and carry items weighing up to 30 lbs. They must be able to reach high library shelves and bend, as needed. A stool can be used, if needed. They must be able to stand for extended periods of time.

Duties and Responsibilities:

Duties include, but are not limited to, the following:

- Shelf library materials.
- Responsible for maintaining shelf order and neatness.
- Maintain the order of the library collection in order to allow patrons and staff to find materials.
- Work at either main or branch library when needed.

Supervision: Report to the Director.