

Position Title: Library Page

Department: Library and Collection Services
Reports To: Customer Services Supervisor
Hours: Part-Time (10-20 hours per week)

Job Classification: 100
FLSA Status: Non-Exempt
Certification Level: N/A

POSITION SUMMARY:

Accurately shelves new and returned library materials in circulating collections throughout the library, keeping collections in order and attractively displayed. Collections include: adult, children's, teen, Indiana and local history, magazines, and newspapers.

EDUCATION AND CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent, or currently enrolled or home-schooled student

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Alphabetical and numerical filing experience
- Strong English reading skills
- Strong and accurate organizational and filing skills

ESSENTIAL DUTIES:

- Ensures new and returned items are quickly and accurately shelved in all collections of the library; shelf-reads, shifts, cleans, and straightens materials as needed;
- Maintains a tidy public space, reshelving materials used while in the library, pushing in chairs, and disposing of unneeded items found on shelves and tables;
- Provide directional assistance to library patrons on occasion;
- May assist with sorting returned materials and check-in;
- May assist with library outreach and events.

GENERAL KNOWLEDGE AND EXPECTATIONS:

- Provides prompt, attentive, friendly customer service;
- Excellent English communication skills, with the ability to interact harmoniously and communicate well in a timely manner;
- Strong organizational and problem-solving skills and is able to work independently and efficiently with minimal supervision;
- Familiarity and interest in current books, authors, movies, music, general interests, technological equipment, and technological trends;
- Attends and participates in staff and departmental meetings;
- Maintains a neat, clean, and professional appearance;
- Complies with library policies and procedures; supports and contributes to overall library mission and goals;
- Maintains reliable attendance by arriving to work as scheduled and on time;
- Other various duties as assigned.

WORKING CONDITIONS:

This position is primarily performed in an office environment. Applicant must possess the physical dexterity and mobility to work throughout a large, fast-paced service area; must be able to safely carry items and maneuver carts weighing at least twenty pounds, with some bending, stretching, and reaching included.

Background investigations are required, however a criminal history will not necessarily exclude an individual from consideration for a position or from continuing employment.

POSITION HOURS:

This is a part time position and requires 10 hours per week, including some nights and weekends. Hours may be modified to include as much as 20 hours per week, as needed.

SALARY:

This position is classified as a Level 100 on the Library's salary schedule.

Salary begins at \$7.75 per hour, and is commensurate with experience.