

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
Job Description

DEPARTMENT: Library
TITLE: Page
DIVISION: Circulation Services
REPORTS TO: Circulation Services Manager
DATE: March 2021
STATUS: Nonexempt

SUMMARY

Under immediate supervision, this position exists to perform a variety of clerical and support procedures that permit the efficient flow of materials through Circulation Services.

EDUCATION/EXPERIENCE/TESTING REQUIREMENTS

- Successful completion of two years of high school or equivalent is required.

QUALIFICATIONS

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Excellent customer service skills.
- Ability to understand and perform routine library procedures.
- Initiative and ability to work with minimal supervision.
- Ability to work accurately with attention to detail.
- Ability to prioritize and multitask.
- Ability to establish and maintain positive, effective working relationships with staff and the public.

ESSENTIAL FUNCTIONS

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Empties book drops
- Inspects, checks in and sorts materials.
- Places carts in order; shelves materials. Reads and maintains shelves.
- Regular assignment to errands, Page projects and Youth Services projects.
- Sets up/takes down meeting rooms for library and community program use. Helps with Library program set up, as directed.
- Packs/unpacks incoming/outgoing library courier shipments.
- Responsible for daily light cleaning of the Library, including tidying, organizing, disinfecting and dusting.
- Searches for items that are misplaced and follows procedures to resolve issues.
- Maintains prompt, predictable, and regular physical attendance

- Responsible for maintaining a safe, secure, and orderly public space within the library building and grounds
- Contributes to a positive, team-oriented work environment by being helpful, respectful, and approachable to both staff and the public

NONESSENTIAL FUNCTIONS

- Completes deliveries and vehicle transportation as needed
- Attends Library meetings and trainings
- Other duties may be assigned.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work involves frequent pushing, pulling, lifting and carrying of up to 11-50 pounds Frequent and repeated walking, standing, sitting, climbing, reaching, bending, squatting, and twisting motions are required. This position must frequently move (pull or push) book trucks with up to 150 pounds of materials.

LANGUAGE SKILLS

Must be able to read, write, give, follow, and comprehend verbal and written instructions.

SUPERVISION/DIRECTION RECEIVED:

- Circulation Services Manager
- Page Coordinator, Circulation Services
- Library Assistants, Circulation Services
- Desk Clerks, Circulation Services

ACCEPTANCE STATEMENT

I have carefully read, understand and accept the job description, including the qualifications, requirements and physical demands, with or without reasonable accommodation, of this position at L.E. Phillips Memorial Public Library and, if employed, I certify that I can and will perform the essential and nonessential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Page, Circulation Services

Date

Circulation Services Manager

Date

Deputy Director

Date