

**L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY**  
**Job Description**

**DEPARTMENT:** Library  
**TITLE:** Page  
**DIVISION:** Circulation Services  
**REPORTS TO:** Circulation Services Manager  
**DATE:** April 2023  
**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.

- Provides a welcoming presence for library customers. Assists customers in using library services, finding library materials and understanding library policies and procedures.
- Processes returned materials including emptying the Automated Materials Handling System, inspecting, checking in and sorting materials. Empties book returns on site.
- Contributes to an orderly and visually appealing library through the shelving of materials and light cleaning.
- Regularly assigned to running errands, or completing special 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.
- Communicates effectively, professionally and honestly with all Library staff and Library visitors, including both written and verbal communications, following Library procedures as needed.
- 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.

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Page, Circulation Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Circulation Services Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director

\_\_\_\_\_  
Date