

PAGE POSITION DESCRIPTION
COLUMBUS PUBLIC LIBRARY, COLUMBUS WI

NATURE OF THE JOB

The Library Page shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other tasks as required.

- ✓ Reports to the Library Director
- ✓ Part-time

RESPONSIBILITIES

1. Works well with people from a wide range of ages and interests.
2. Performs alpha-numeric sorting and filing tasks.
3. Shelves materials in proper location and order.
4. Reads shelves as needed.
5. Locates materials on the daily holds queue list.
6. Empties materials from outdoor book drop.
7. Sorts and routes mail.
8. Participates as an active and involved team member of the library.
9. Performs light housekeeping.
10. Abides by library policies.
11. Accepts other duties as assigned by the Library Director.

KNOWLEDGE AND ABILITIES

1. Knowledge of English grammar and spelling.
2. Ability to interact well with a diverse population.
3. Ability to maintain and promote a positive public service attitude.
4. Ability to maintain confidentiality of library patron information.
5. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
6. Ability to perform the following skills:
 - a. Analytical skills: follows detailed directions.
 - b. Problem solving skills: identify problems and inform supervisor.
 - c. Organization skills: accomplishes tasks with attention to detail.
 - d. Communication skills: communicate effectively and transparently in both oral and written forms.
 - e. Reading ability: effectively read and understand information contained in memoranda, reports, bulletins, budgets, etc.
 - f. Independent thinking ability: decision making without direct supervision.
 - g. Mathematical ability: understanding of basic mathematics and statistics.
 - h. Time management skills: ability to work at a steady pace.
 - i. Instruction comprehension: ability to understand instructions from supervisor in both oral and written forms.

7. Physical demands:

- a. Sitting, standing, walking, climbing and stooping.
- b. Bending, twisting and reaching.
- c. Talking and hearing; use of a telephone.
- d. Fingering: keyboarding, writing, filing, and sorting.
- e. Lifting, carrying: 30 pounds or less.
- f. Pushing, pulling: objects weighing 60-80 pounds on wheels.
- g. Mobility: travel to meetings outside the library.

QUALIFICATIONS

- 1. Education equivalent to freshman in high school
- 2. Eligible for a child labor permit, if required
- 3. Experience is a plus!

I have reviewed and received a copy of this job description.

Director

Date

Employee

Date