

AVON LAKE PUBLIC LIBRARY

Job Description

Job Title: Page	FLSA Status: Non-exempt / Hourly
Reports to: Page Supervisor	Date Approved: 12 July 2007
Department: Circulation	Last Revision: 12 December 2013
Grade: 11	Incumbent:

PURPOSE

- Shelves library materials in an accurate and timely fashion.

ESSENTIAL JOB FUNCTIONS

1. Shelf library materials, accurately and efficiently.
2. Monitor book drop and transport library materials to the Circulation desk. When time permits, check these materials for loose papers, damage, etc.
3. When shelving, monitor library materials and casings for damage; give damaged materials to Circulation.
4. Shelf-read to assure library materials are in their proper order. Weed multiple copies of popular fiction, as directed.
5. Prior to closing and when time permits, circulate throughout the Library, performing basic housekeeping duties, e.g., trash disposal, returning chairs to tables, etc.
6. Assist patrons with directional information; when responding to informational requests, direct patrons to the appropriate staff.
7. At closing, lock doors and adjust hours of operation sign.
8. Serve as a member of the Circulation Services team, providing assistance, as needed, in Circulation (and, occasionally, in Technical Services).
9. Participate in training of Library staff. Serve as a paging resource to Library staff.
10. Uphold the Library's mission and, at all times, impart a positive impression of the Library.
11. Be familiar with and facilitate the Library's policies and procedures.
12. Be familiar with and promote the Library's collections, services and programs.

QUALIFICATIONS

Knowledge / Skills / Abilities / Personal Characteristics

- Demonstrated physical agility and stamina to lift, bend, stand and walk.
- Demonstrated ability to manipulate book carts, weighing up to 100 pounds, and to grasp library materials and reach top shelving.
- Basic reading, writing and math skills.
- Demonstrated initiative; ability to work effectively without close supervision.
- Demonstrated interpersonal skills, including the ability to communicate and work effectively with others, including all types and ages of people.
- Demonstrated attention to detail, regarding accuracy and consistency.
- Demonstrated problem-solving and organizational skills.

Education, Training and/or Experience

- Entry-level position.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Avon Lake Public Library. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job will also be considered part of the job holder's responsibility.

EMPLOYEE ACKNOWLEDGEMENT

I have read this job description and discussed it with my manager/supervisor.

Employee

Date

Manager/Supervisor

Date