

Appendix 14

TUCKER FREE LIBRARY

Job Title: LIBRARY PAGE	Job Code: PART TIME
Department: LIBRARY SERVICES	Job Grade: Para-professional
Revision Date: 3/2009	HOURLY Minimum wage

Position Overview

Responsible for assisting at the circulation desks, shelving items, and performing varied clerical tasks.

Supervision Received

Works under the general supervision of the Library Director and the immediate supervision of the Assistant Library Director.

Essential Job Functions

1. Assists with all tasks at circulation desks as needed.
2. Issues library cards to patrons who meet the residency requirements of the Library.
3. Handles incoming telephone calls.
4. Shelves items.
5. Assists in carrying boxes to attic.
6. Assists patrons in the use of the Garaventa chair lift.
7. Performs other duties as assigned.

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Minimum Qualifications

High School and/or college student. Documented work experience demonstrating compatibility for Library Page Position.

Required Knowledge, Skills, Attributes & Abilities

1. Tact and courtesy.
2. Good oral communication skills.
3. Attentive memory.
4. Ability to communicate clearly.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.