

Position Title: Page

Immediate Supervisor: Assistant Director or librarian in charge.

Qualifications: Required to be at least 16 years old.

Hours of Work: Part-Time hourly. Hours include evenings and weekends as scheduled.

Position Description: Sorts, arranges in order, and shelves materials. Assists with light clerical and housekeeping tasks.

Essential Duties and Responsibilities:

- Empties outside drop box.
- Sorts, shelves and stores books, magazines, newspapers, audiovisual materials and other materials.
- Shelf reads according to schedule for accurate order of materials.
- Shifts and straightens materials as necessary. Put away items left lying on tables and on the end of shelves.
- Assist patrons in locating items.
- Performs light housekeeping tasks as assigned.
- Covers books.
- Assists in closing routine.

Additional Examples of Work Performed:

- Assists with preparation of program materials as requested.
- Assists at the circulation desk as needed; checks materials out and renews materials.
- Retrieves periodicals and other materials for users and staff as directed.
- May perform various other clerical tasks.
- May answer phone.
- Performs other duties, as required.

Required Abilities:

- Sees, reads and understands titles, call numbers and dates.
- Sorts accurately by alphabetical, numerical, chronological or Dewey Decimal order.
- Reaches up or down to shelve materials.
- Manipulates library materials up to 15 pounds.
- Grips library materials.
- Manipulates loaded book cart weighing 300 pounds over carpeted floors.
- Follows oral and written instructions.

Part-time Page Position. Schedule consists of weekday hours two days per week from 4:00-8:00 p.m. and 4:00-7:00 p.m. Also, every other Saturday from 9:00 a.m.–3:00 p.m.

Hourly rate of pay is \$10.00.