

## Page

**Job Summary:** Page is responsible for shelving materials and keeping the shelves in good order.

**Supervised by:** Circulation Manager

### Responsibilities and Duties:

- Shelf all materials
- Keep materials straightened and neat on the shelves, including reading the shelves to ensure materials are in the proper order
- Keep tables and desks cleared of materials
- Shifting of collection as need arises
- Clean library items using necessary supplies and equipment
- Assisting with library programs as needed
- Other duties and special projects as assigned
- Wear clothing and shoes in good repair that gives protection and comfort for the physical nature of the work

### Qualifications:

- Must be 16 years of age or older
- Previous volunteer or work experience preferred
- Ability to work a flexible schedule, including evenings and weekends

### Knowledge, Skills and Abilities:

- Ability to alphabetize and organize efficiently
- Knowledge of the Dewey Decimal System
- Willingness to work with others in the Department
- Ability to lift 30 pounds
- Knowledge of library procedures as they relate to page duties
- Ability to read the printed word, computer screen
- Self-motivated to see and do the work that needs done
- Ability to prioritize work
- Ability to maintain proper emotional balance in all types of situations
- Ability to provide own transportation in fulfillment of job duties

**Note:** The preceding statements describe the nature and level of assignments normally given job incumbents. They are not an exhaustive list of duties. Additional duties may be assigned. The position is non-exempt under the Fair Labor Standards rules.

**Updated:** April 10, 2024