

POSITION: COLLECTION MANAGEMENT - LIBRARY PAGE

JOB DESCRIPTION

SUPERVISOR:

Under the direct supervision of Page Supervisor.

RANGE: S1

PURPOSE:

Responsible for efficiently shelving library materials and maintaining neat and correct order of materials on the shelves.

ESSENTIAL DUTIES:

Arranges book trucks and AV crates in correct order for shelving.

Assists Circulation Services with sorting and application of security for AV.

Attends Staff meetings

Communicates problems and shifting needs to supervisor.

Maintains accurate count and record of carts shelved.

Maintains shelves by straightening, shifting and organizing materials as assigned.

Participates in group projects as assigned.

Picks up materials used in the Library and keeps a tally of total materials picked up, sorted, and reshelved.

Reads shelves to ensure correct order of materials.

Serves on committees as assigned.

Shelves books and other materials in appropriate places.

Unloads and rough sorts carts of incoming materials as assigned.

Other duties as assigned.

ABILITY, KNOWLEDGE AND SKILLS:

Ability to alphabetize correctly.

Ability to arrange materials numerically using the Dewey Decimal System.
Ability to carry books weighing 5 - 10 lbs.
Ability to move bookcarts loaded with materials weighing 100 - 300 lbs.
Ability to organize time and work effectively and efficiently.
Ability to perform medium to heavy work.
Ability to read book spines in order to comprehend and put in correct order
Ability to stand for varied lengths of time from 2 - 6 hours.
Ability to stoop, reach, lift, kneel, crouch, stand and grasp.
Ability to work as a member of a team.
Ability to work effectively and courteously with staff/patrons.
Ability to work independently.
Knowledge of circulation policies and procedures.
Knowledge of Library and collection arrangement.
Knowledge of Library policies and procedures.

EDUCATION AND TRAINING:

High School diploma or high school student. Minimum age 14 years. Required to pass a skills test on the alphabetical and numerical arrangement of library materials. Required to provide work permit if under the age of 16.

REV. 02/08, 06/05, 10/99