

JOB TITLE: Library Page

DEPARTMENT: Library

REPORTS TO: Library Associate, Lead; or Librarian

PRINCIPAL PURPOSE OF JOB: Performs Library shelving and sorting of books, magazines, newspapers, audio visual, and other items to assist in the day-to-day operation of the Anacortes Public Library. Duties may include development of adult, young adult, or children's customer services, Library Assistant or library career skills.

LEVEL OF AUTHORITY: Duties initially are performed in accordance with specific instructions with close supervision, and, as skills and knowledge increase, are self directed and under moderate supervision, and include responsibility for assisting in helping the Library run smoothly and the protection of patron confidentiality.

WORK ENVIRONMENT: Work is performed primarily in an indoor office setting.

ESSENTIAL JOB FUNCTIONS

1. Sort Library materials for shelving and displays in accordance with catalog classification system.
2. Transport materials to stacks or shelving area by hand carry or using wheeled cart.
3. As directed, shelve or retrieve materials, also shelf read, rearrange and otherwise stack or file materials in accordance with classification system.
4. Maintain assigned Library area in a neat and orderly condition; shelf read and re-shelve materials, check materials for cleaning or repairs; align chairs and perform related housekeeping tasks as required.
5. Assist patrons and provide customer services to help the Library run smoothly such as responding to location inquiries; checking and minor repairs of books, or being responsible for start-up routines, coverage, or other public service or technical services duties.

ADDITIONAL JOB FUNCTIONS

1. Perform other duties and responsibilities, as required.

QUALIFICATIONS

Technical

1. Desirable to have previous volunteer or work experience in customer service related work or equivalent.
2. Must have ability to be trained on and adequately utilize automated library catalog.

A combination of training and experience that provides the requisite skills and abilities may be considered.

Physical

- 1 Strength, for example, to push loaded book cart weighing approximately 300 pounds on level floor, to lift or maneuver onto cart loads up to 30 pounds.
2. Ability to bend, stoop and lift for prolonged periods in cramped spaces.
3. Ability to use hands to grasp and pinch library materials for a prolonged period.
4. Stamina, for example, to stand for prolonged periods up to three hours in a shift.

Other

1. Attention to detail and accuracy. Ability to file, sort, and shelve alphabetically and numerically.
2. Ability to communicate effectively, patiently, and courteously with other City employees at all levels, with patrons, and with other members of the public and assist in responsibilities for protection of patron confidentiality.
3. Ability to work a flexible schedule which may including evenings, weekends and mornings, and to be prompt and responsible in meeting assigned schedule.

Use of Tools and Equipment

Office equipment, such as; computer, typewriter, adding machine, microfiche reader, paper cutter, fax, copier, telephone and postage meter. May use various tools for book and other library material repair.

OTHER

1. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, background investigations will be conducted on all City of Anacortes Library prospective employees, volunteers, and docents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only.

2. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.

3. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak work periods, otherwise to balance the workload.

4. Following an offer of employment, and prior to starting work, individuals may have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ **No** _____

If testing is required, will accommodation be necessary?

Yes _____ **No** _____

Signature

Date