

## Spokane County Library District

**CLASSIFICATION: N01****POSITION TITLE:**

Library Page

**GENERAL PURPOSE:**

Performs routine tasks in support of library operations and activities. Inspects, sorts and shelves library materials.

**POSITION SUMMARY:**

Under the direction of the Page Supervisor or Branch Supervisor, inspects, organizes and shelves library materials using the library classification system (e.g., alphabetic, numeric or alphanumeric) to place items in their proper locations. Maintains the neat appearance of work and public areas in the library. May assist in the daily opening and closing activities for library operations. May retrieve and/or search for specific items at the request of a librarian or other staff person. Provides staff and customer assistance as appropriate.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Sorts, shelves and files various library materials according to library classification system; locates and retrieves library materials from public and non-public areas for library staff and/or library customers. May retrieve items from the collection using reports from the library automation system. Reads, shelves for accuracy and reshelves misplaced items. Shifts items to ensure adequate space for materials. Communicates with supervisors and other staff regarding space issues/problems.

Uses common off-the-shelf products to clean library materials and equipment.

May pack and unpack boxes and empty bins of returned library materials as needed. Lifts, pushes or pulls materials weighing up to 40 pounds.

May inspect audio-visual materials for damage or missing parts.

May prepare library for opening by ensuring that computers, printers and other equipment are ready to use.

May prepare library for closing by straightening shelves, ensuring lights are turned off, doors and windows are locked and all customers have left the building. Performs a general walk-through of the building to ensure it is neat and presentable.

Interact in a professional and respectful manner with district staff and the public, making appropriate referrals to circulation or information staff.

Perform repetitive motion using arms and wrists and knees, stooping, bending, stretching and lifting, and standing for long periods of time.

Hear, see, speak and listen to individuals in order to work with staff and customers as well as inspect, sort and shelve library materials;

Attend work on a regular and dependable basis.

**OTHER JOB FUNCTIONS:**

Performs other tasks as assigned.

**SELECTION FACTORS:**

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed trial period, and afterwards, for continued employment.)

**Familiarity with:**

- Alphabetical and numerical order;

- Personal computers, general office software, and the Internet.

**Ability to:**

- Communicate effectively, both orally and in writing;
- Work in a cooperative and respectful manner in a team environment;
- Use initiative, problem solving skills, and judgment; follow instructions;
- Work quickly and accurately; work a flexible schedule;
- Use a computer to access appropriate information, such as timesheets, email, intranet news, readme files;
- Push, pull and lift office supplies, books and other materials, weighing up to 40 pounds.

**MINIMUM QUALIFICATIONS:**

16 years of age or older. Must be able to read and understand English and numbers in order to accurately sort, shelve and inspect library materials; must be able to lift, push or pull up to 40 pounds of library materials, and stoop, bend and/or stretch to place materials in their proper places. Must have experience using a personal computer, office software and the Internet; OR any combination of training, education and/or experience that would enable an individual to successfully perform the essential job functions;

Valid driver's license and normal risk insurability preferred;

Must be able to successfully pass a background check.

**TOOLS AND EQUIPMENT USED:**

Library carts; computer terminal, mouse, keyboard and identified software; other equipment as may be necessary. Common off-the-shelf products to clean library materials and equipment.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in a library environment while standing for extended periods of time. Duties require ability to push/pull items, and/or lift/carry items up to 40 pounds, reach with hands and arms, stoop, bend or kneel as needed; use manual dexterity and visual acuity to accurately place materials. Must be able to use a computer terminal, mouse and keyboard; receive instructions, check work schedule and submit timesheets. The noise level is usually moderate. May be exposed to dust, fumes and/or odors on a recurring basis.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Non-Exempt

Salary Range: N01