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| Position Title | Library Page | | |
| Working Title | | | |
| FLSA Status | Eligible | Job Code | 0150 |
| Classification | A1 | | |

General Purpose

Under close supervision, sorts, shelves, and organizes materials, provides customer service and performs routine clerical tasks in support of District operations.

Illustrative Examples of Duties and Responsibilities

Sorts, shelves and organizes library; locates and retrieves library materials for staff and/or customers. May retrieve items from the collection using reports from the ILS (Integrated Library System).

Shelf reads for accuracy and re-shelves misplaced items on a regular basis. Rearranges materials as needed to ensure adequate shelf space for materials; communicates shelf space issues with supervisors or other staff as needed.

Maintains the neat appearance of work and public areas in the library during assigned shift.

Responds to customer inquiries regarding library services and operations; refers inquiries or issues to other staff as appropriate.

May instruct customers in the basic use of library equipment and technology, including, but not limited to:

- Logging in and out of public computer and printing stations.
- Using check-out computers and equipment.
- Accessing library account information online.

May pack and unpack returned library materials.

May prepare library for opening and/or closing.

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

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

Performs other related duties as assigned.



www.sclld.org
Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400

Supervision

Reports to: Operations Specialist or Library Supervisor

Supervises: N/A

Minimum Qualifications

Required

- N/A

Preferred

- High School diploma or equivalent
- One year customer service or clerical experience

Necessary Knowledge, Skills & Abilities

Knowledge of

- Alphabetic, numeric and/or alphanumeric order.

Skill in

- Use of personal computer and Microsoft Office applications.

Ability to

- Interact in a professional and respectful manner with District staff and the public.
- Maintain confidentiality of member information.
- Establish and maintain effective working relationships in a team environment.
- Use initiative, problem-solving skills, and sound judgment.
- Work quickly and accurately; follow directions; meet deadlines.

Work Environment/Physical Demands

Work is performed primarily in a library environment.

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch for periods of time; lift and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.



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The duties listed above are intended only as illustrations of the 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.



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