

Job Title: Page

Department: Circulation/Technical Services
Department

Reports to: Manager, Circulation Department
Manager, Technical Services

Salary Grade: 1

JOB DESCRIPTION

Summary/Objective

Assists the staff of the Circulation and Technical Services Department by shelving library materials and performing basic clerical duties.

Essential Duties and Responsibilities

1. Accurately shelves library materials.
2. Performs other duties as assigned.
 - a. May create book displays or assist with restocking displays.
 - b. Attends library and departmental meetings.
 - c. Serves on committees as assigned.
 - d. May assist in pulling books for holds from a list.
 - e. May assist in pulling books for withdraw from a list.
3. Processes and maintains the serials collection.
 - a. Using Serial Module, checks in magazines and other serial items.
 - b. Updates holdings in catalog, other resource lists, and database.
 - c. Repairs as needed serial collection items, which include microfilm, magazines, and reference periodicals.
 - d. Updating and maintaining Excel current magazine list.
 - e. Notifies manager of items not received, duplicates and other problems.
 - f. Shelves materials and files microfilm.
 - g. Quarterly withdraw of outdated periodicals.
 - h. Reviews subscriptions and invoices for renewals.

Knowledge, Skills and Abilities

1. Ability to:
 - a. Utilize good organization, communication.
 - b. Communicate clearly and effectively.
 - c. Work cooperatively with library staff.
 - d. Adapt to changing and evolving Library procedures, priorities and information technologies.
 - e. Work independently and be self-directed
2. Able to accurately shelve library materials.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, photocopiers, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent bending, lifting, reaching and stooping to select and shelve library materials.

- Sitting, standing and walking.
- Lifting and carrying, 25 pounds or less.

Position Type/Expected Hours of Work

This is a part-time position. Generally works four hours per day, Monday – Friday, between 8:00 a.m. – 5:00 p.m.

Education/Experience

1. High school diploma or GED.
2. Previous library experience helpful.

Additional Eligibility Qualifications

High degree of customer services skills to work with patrons of all ages, including special needs patrons and library staff.

Other duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.