

# Waupun Public Library

## JOB DESCRIPTION

**Job Title:** Library Page (part-time)

**Reports To:** Assistant Director

**FLSA:** Non Exempt

**Prepared by:** Bret Jaeger

**Date Approved by Library Board:** 4/21/2003

### SUMMARY

Reshelve library materials, shelf read, maintain materials in the library collection in a neat and orderly fashion, empty book drop, assist in other support tasks as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reshelve library materials.
2. Shelf read (locate misplaced/missing items)
3. Empty book drop
4. Straighten material on shelves

### OTHER DUTIES:

1. Maintain a positive attitude and relationship with staff and public.
2. Assist with library programs and displays.
3. Fill in as needed for absent Pages.
4. Perform light housekeeping.
5. Perform other related duties as required.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Eligible for a child labor permit. No experience required.

### KNOWLEDGE AND SKILLS

Ability to maintain a regular work schedule. Ability to follow general and detailed instructions. Ability to perform moderately heavy physical work. Ability to sort efficiently in alphanumeric

order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement. Ability to understand and perform assigned library procedures. Working knowledge of English grammar and spelling.

### **LANGUAGE SKILLS**

Ability to read and comprehend safety rules, instructions, policies and procedures, short correspondence, and memos. Ability to communicate effectively with staff and public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to comprehend and interpret decimals to four places.

### **REASONING ABILITY**

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to understand and perform routine library procedures. Ability to deal with basic problems or refer to supervisor.

### **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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to stand, walk, reach with hands and arms, talk and hear. The employee is occasionally required to sit, stoop, bend, twist or crouch. Specific vision abilities required by this job include close vision and depth perception.

The employee must regularly lift up to 25 pounds, occasionally lift up to 50 pounds, and occasionally move book carts up to 200 pounds (which normally requires about 35 pounds of force).

### **OFFICE EQUIPMENT**

Regular use of book trucks for transporting materials, the SIRSIDynix system for checking in materials, and occasional use of the copy machine.

### **WORK ENVIRONMENT**

Inside work environment. Noise level is usually quiet. Frequent evening and weekend hours.