

NEWTOWN PUBLIC LIBRARY
LIBRARY PAGE

Job Title: Library Page

Reports to: Circulation Manager

Classification: Part-Time; Non-Exempt

POSITION SUMMARY

The library page's primary duties include shelving and organizing library shelves to ensure materials are in the correct location and order. The library page will assist patrons and with circulation procedures under the supervision of the library assistant and circulation manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Shelf items and maintain order of shelves:
 - Shelf reading and edging
 - Alphabetizing and numerical ordering
 - Condition checks and shifting of library materials
 - Cleaning and organizing of library materials and fixtures
- Patron Interaction:
 - Answer patron questions or route patron questions to other personnel as appropriate.
 - Assist patrons with general library services, including, but not limited to:
 - Location of library materials
 - Computer catalog, library databases, public computers, printers, and copiers
 - Library programs and services
 - Answer and properly make, handle, or route phone calls.
- Perform basic circulation procedures including, but not limited to:
 - Checking items in and out to patrons
 - Registering library cards
 - Handling general patron transactions
- Process materials via the county delivery system

ADDITIONAL DUTIES AND RESPONSIBILITIES as requested to meet library needs.

- Cover, process and repair book and library materials
- Process mail including newspapers
- Assist with general opening and closing procedures
- Participate in scheduled educational and developmental activities
- Assist with program preparation

EDUCATION AND EXPERIENCE

In process or completed High School diploma or equivalent. Experience in libraries preferred.

SKILLS AND ABILITIES

- Demonstrable competence in:
 - Alphabetical and numerical/mathematical skills
 - Customer service skills
 - Communication skills, both oral and written
 - Telephone skills
 - Basic computer skills
- Ability to:
 - Multi-task
 - Maintain effective working relations with others
 - Interpret library resources and services to the public and to the general community

OTHER REQUIREMENTS

PA State Child Abuse History and Criminal Record clearances as required by PA state law upon employment as well as the Federal (FBI) Criminal History Report.

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. Individuals may need to sit or stand as needed. May require walking primarily on a level surface periodically throughout the day. Climbing stairs. Reaching above shoulder heights, below the waist or lifting as required to shelve books or other materials throughout the workday. Proper lifting techniques required. May include lifting up to 25 pounds for books and bags/boxes of materials on occasion. Specific vision abilities required by this job include close vision and distance vision.

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. For the most part, the work environment includes ambient room temperatures, lighting and traditional office equipment as found in a typical library environment.

PAY RANGE

Salary Grade	Minimum	Midpoint	Maximum
Page	\$10.00	\$12.27	\$14.48

PLEASE NOTE: This job description is not designed to contain all the activities, duties or responsibilities that are required of the employee. Other duties may be assigned to meet library needs.

My signature below indicates that I have received a copy of my job description and that I understand the requirements, essential functions, and duties of the position.

Employee Signature Date

Signature of Employee’s Supervisor Date