

Library Page Job Description—August 2017

Overview

Above all, the Pages at the Columbus Public Library must be friendly, outgoing and responsive to the needs of patrons and other staff. Attention to detail is key. The ability to work weekday afternoons is a must.

Application process

Please submit electronically your resume and a brief letter explaining why you are a good fit for the Columbus Public Library.

E-mail materials to Jenni Frencham, Assistant Director:

Jenni@ColumbusPublicLibrary.info

Application deadline is no later than 9:00 AM, Monday, August 28, 2017.

Typical Responsibilities of Position

Shelves library materials quickly and all in the right place, maintains materials in the library collection in a neat and orderly fashion and assists in other support tasks as assigned.

Duties/Examples of Work

1. Performs alpha-numeric sorting and filing tasks.
2. Arranges returned materials and re-shelves them in proper order within the proper collection.
3. Straightens materials while shelving and in other assigned areas.
4. Runs errands, empties book drop and takes returned items to the proper place for checking in.
5. Refers patron questions to appropriate staff member(s).
6. Assists with library program preparation.
7. Assists library users in locating materials.
8. Assists users in using photocopying equipment.
9. Performs light housekeeping.
10. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphabetic or numeric order using the Dewey Decimal System.

7. Ability to understand and perform assigned library procedures.
8. Great interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.

Physical Demands of the Position

1. Ability to work in confined spaces.
2. Bending/twisting, reaching and feeling.
3. Climbing: ascending and descending short footstool.
4. Handling: picking up and shelving books.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 300-400 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
8. Talking, hearing and near vision.
9. Generally inside work environment.
10. 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.

Equipment Used

Book cart for transporting materials to proper areas for re-shelving, microfilm reader, printer, photocopier, knowledge of computers is a plus.

Wages and Benefits

Rate of pay is \$7.50/hour. Position is not eligible for benefits package.

Position is for 5-9 hours per week. Specific hours are flexible but must be worked early to late afternoons.