

Wethersfield Library

Title: Library Page

Reports to: Public Services Manager

Position Summary:

Under the supervision of the Public Services Manager the Library Page helps shelve, organize, and maintain order of the library collection and prepare the library facility for program or meeting use. The Library Page is customer-focused, collaborative, and helps ensure the delivery of quality results.

Essential Duties:

- Perform physically demanding work (e.g. lifting heavy boxes, pushing and pulling heavily loaded book trucks)
- Accurately sort, organize, and shelve print and non-print materials by alphabetical, numerical, alphanumeric, and topical order in a timely manner
- Provide directional information to patrons
- Directs patrons to appropriate service points for further assistance
- Perform shelf reading and maintenance
- Assist in keeping all areas of the library in a clean, neat, and orderly condition
- Pack and unpack boxes of supplies, materials
- Remove items and materials from book-drop
- Operate standard office equipment
- Check shelves and retrieve items on notices or reports
- Assist in program setup and take down
- Straighten and clean materials, furniture, fixtures, equipment, and toys
- Perform other duties as required or other tasks/assignments as necessary

Knowledge, Skills, and Abilities:

- Communicate effectively with diverse public and co-workers to ensure excellent customer service
- Work well independently and as part of a team and collaboratively with other departments
- Ability to perform routine work
- Willingness to learn
- Ability to learn a variety of library filing systems
- Attention to detail
- Work in a fast-paced environment
- Ability to follow verbal and written instructions
- Perform tasks in accordance with established procedures
- Ability to handle multiple assignments simultaneously and meet deadlines
- Demonstrate strength, coordination, and balance
- Demonstrate reliability, flexibility, and initiative

Required Qualifications:

- High school graduate or equivalent or currently enrolled in high school or equivalent
- Minimum of 16 years of age at time of hire
- Ability to push, pull, and lift an object that weighs up to 30 pounds
- Ability to push, pull, maneuver, and steer fully loaded book trucks which can hold objects, boxes, or materials up to 100 pounds
- Ability to alphabetize items and order items numerically
- Ability to read and write in English
- Ability to work with fine detail
- Schedule must be flexible to include evenings and weekends

Preferred Qualifications:

- Previous experience working or volunteering with the general public
- Previous experience working or volunteering in a library setting

Physical and Mental Requirements/Work Environment:

Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary.

- Ability to move between various locations within the library or outside the library
- Ability to stand and/or sit for long periods of time
- Ability to perform manipulative skills
- Ability to see, read, and comprehend text, numbers, data, charts, diagrams, and information closely
- Ability to hear normal sounds with background noise in person or when using a telephone
- Ability to communicate effectively
- Ability to reach, bend, stoop, kneel, crawl, and crouch
- Ability to push, pull, and lift an object that weighs up to 30 pounds
- Ability to push, pull, maneuver, and steer fully loaded book trucks which can hold objects, boxes, or materials up to 100 pounds
- Ability to concentrate on details, issues, and assignments while working in a fast-paced environment with interruption and changing priorities
- Memory to perform tasks and ability to remember information that has been read, studied, or previously learned
- Ability to use knowledge and reasoning to solve problems
- Ability to distinguish between public and confidential information and handle each appropriately
- Ability to maintain an even temper while providing service to the public
- May be exposed to dust and electro-magnetic radiation
- Ability to work a schedule which includes evening and weekend work, as well as occasional coverage of shifts for other employees as required by illness or vacation

The above description is illustrative and not a complete itemization of all facets of any job.