

VILLAGE OF NEW GLARUS - NEW GLARUS PUBLIC LIBRARY

POSITION DESCRIPTION

TITLE OF POSITION: Library Page I
WORK UNIT: Library
SUPERVISOR: Library Director

TYPICAL RESPONSIBILITIES OF THE POSITION

Under immediate supervision, shelves library materials, maintains materials in the library collection in a neat and orderly fashion, provides back-up help at circulation desk, assists in other support tasks as assigned. Must be able to work collegially in a rapidly changing environment.

DUTIES/EXAMPLES OF WORK

1. Performs alpha-numeric sorting and filing tasks.
2. Arranges returned materials on book trucks and re-shelves them in proper order.
3. Shelf-reads and straightens materials on the shelves, racks and displays.
4. Empties book-drops and audiovisual materials drop.
5. Under direct supervision, performs circulation desk procedures, such as checking in and checking out materials, registering patrons, and collecting fines.
6. Answers in-person and telephone directional questions and refers non-directional questions to appropriate staff members.
7. Prepares, repairs, or reconditions library materials as directed.
8. Assists other staff with library programs and displays.
9. Assists library users in the use of library facilities and equipment.
10. Performs photocopying tasks.
11. Performs library cleaning duties (vacuuming, cleaning surfaces, dusting, etc.)
12. Performs other related duties as needed.

KNOWLEDGE AND ABILITIES

1. Ability to communicate effectively with staff and public.
2. Ability to follow detailed directions.
3. Ability to maintain a regular work schedule.
4. Ability to perform moderately heavy physical work.
5. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
6. Ability to understand and perform assigned library procedures.
7. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
8. Working knowledge of English grammar and spelling.
9. Basic knowledge of computer hardware and software as they relate to library applications (i.e., the Internet, e-mail, search engines, and word processing)
10. Ability to effectively use the Library's shared online catalog (LINKcat).

PHYSICAL DEMANDS OF POSITION

1. Ability to work in confined spaces.
2. Bending, twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less (with or without correction).
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving library materials.

6. Lifting and carrying weights up to 50 pounds.
7. Mobility; ability to travel to meetings, etc. outside of the library.
8. Ability to push and pull objects weighing 60-80 pounds on wheels.
9. Sitting, standing, walking, climbing, and stooping.
10. Talking and hearing; ability to use the telephone.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow oral and written instructions.
3. Ability to deal with abstract and concrete variables.
4. Ability to effectively communicate ideas and information in oral and written form.
5. Mathematical ability sufficient to calculate basic arithmetical problems (addition, subtraction, multiplication and division) without the aid of a calculator.
6. Reading ability sufficient to read and understand information contained in memoranda, reports, bulletins, etc.
7. Time management skills sufficient to set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours; frequent evening and weekend hours.
2. Extremely crowded office work environment.

EQUIPMENT USED

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| 1. Audiovisual equipment | 8. Telephone |
| 2. Computer / Internet workstation | 9. Printers (including receipt printer) |
| 3. Laminator | 10. Digital Camera |
| 4. Fax machine | 11. Computer scanner |
| 5. Copy machine | 12. CD / DVD repair machine |
| 6. Calculator | 13. Microfilm Viewer / Printer / Scanner |
| 7. Book truck | 14. Vacuum cleaner |

EDUCATION AND EXPERIENCE REQUIRED

1. Must be at least high school freshman.
2. Must be eligible to receive a Wisconsin child labor permit.

EDUCATION AND EXPERIENCE DESIRED - None

DEGREE OF INDEPENDENT JUDGEMENT EXERCISED

1. Supervisor routinely gives oral or written instructions on what to do, how and when to do it.

OTHER POSITIONS AND EMPLOYEES SUPERVISED - None

ADDITIONAL INFORMATION

Although specific tasks are detailed in this position description, an employee hired to fill this position may be asked to perform other duties, not specifically detailed, that may be assigned to the employee from time to time by the employee's supervisor and/or the Library Board.

Adopted:

September 2005

Amended:

December 2007

Amended & Approved by Library Board:

November 8, 2011