

LOUDONVILLE PUBLIC LIBRARY POSITION DESCRIPTION



PAGE

JOB SUMMARY:

IMMEDIATE SUPERVISORS: Director

POSITIONS SUPERVISED: None

Under general supervision, the Page is responsible for organizing, maintaining, and shelving library materials, for assisting with routine circulation tasks, and for directing patrons to appropriate assistance.

QUALIFICATIONS:

- At least 16 years of age
- High school diploma or equivalent (if not current student)
- Proficient in the use of computers

KNOWLEDGE OF:

- Library policies, procedures, and techniques (may be acquired after hire)
- Dewey Decimal Classification System (may be acquired after hire)

IMPORTANT SKILLS, ABILITIES AND CHARACTERISTICS:

- Present a professional image to the public
- Deal courteously and effectively with a diverse public
- Interact and respond appropriately to patrons
- Maintain effective working relationships with the Director and co-workers
- Work independently in the absence of supervision
- Work as a team player
- Handle multiple tasks concurrently
- Maintain confidentiality of patron records and interests
- Pay attention to detail

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: The duties listed below are inclusive, but not limited to, the tasks performed by this classification.

COLLECTION MAINTAINANCE:

- Sorts and shelves all types of library materials

- Shifts materials as needed, maintaining order and appearance
- Regularly shelf reads all collections
- Develops attractive displays of books and other materials, marketing various areas of the collection
- Searches for items on maintenance lists and processes located materials as needed.

PUBLIC SERVICE:

- Directs patrons to available staff most appropriate to answering their question.
- Assists patrons in locating library materials.
- Checks library materials in using the Integrated Library System (ILS).
- Interprets and explains library policies and procedures with support from other staff.
- When other staff are unavailable, provides basic assistance at the circulation desk including the checkout of materials.

ADDITIONAL DUTIES:

- Attends staff meetings. (Employees attending secondary or post-secondary education will attend as their school schedule allows, and are expected to make an effort to acquire missed information.)
- Assists other staff with programming as requested and other duties allow.
- Assists in the opening and closing of the library as scheduled.
- Adheres to, supports, and effectively implements administration and library board policy
- Understands and upholds the principles of Intellectual Freedom
- Sorts and delivers mail, as needed
- Performs duties associated with the processing of incoming and outgoing library materials through daily delivery.
- Maintains and increases knowledge and skills through attendance at meetings and other continuing education opportunities as possible.
- Performs additional duties and assignments, as requested

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

Overtime: Non-Exempt

Board approved: 05/31/2016