

CITY OF WAUPACA

JOB DESCRIPTION

Position Title:	Library Page
Department/Location:	Public Library
Reports To:	May report to Youth Librarian, Assistant Library Director or Library Director
Employees Supervised:	None.
Interrelationships:	This employee has frequent contact with library patrons, reference and youth department staff and other library employees.

Position Summary:

The Library page is responsible for shelving and maintaining the order of the library's materials.

Position Duties:

Essential Job Functions:

1. Shelf and arrange library materials in an orderly and visually pleasing fashion according to the principles of the Dewey Decimal System and other established library practices.
2. Shelf read the collection for proper arrangement.
3. Perform additional projects and assignments.

Other Duties:

1. Attend required meetings and participate actively in any work group or committee assignments.

2. Provide assistance to other departments as requested.
3. Clear walks of snow or ice as needed or as directed by library staff.

Qualifications:

1. Prefer previous library experience, but not required.

Personal Attributes Required:

Must be capable of learning the Dewey Decimal System and shelving materials in the correct order and manner. Must understand the need for teamwork, timeliness, accuracy and service. Must be able to interact with patrons and staff to accomplish tasks without arousing hostility. Must be able to assume responsibility and work with a high level of independence.

Essential Physical/ Mental Requirements:

1. Must be able to stand, kneel and walk for prolonged periods, with or without back support.
2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
3. Must be able to move throughout the facility.
4. Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials.
5. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to

perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated June 15, 2000

Revision date: