

PLATTEVILLE PUBLIC LIBRARY
Job Description

LIBRARY PAGE

Position Classification: Non-Exempt (hourly)

Typical Responsibilities of Position

Library Page is a part-time position involving tasks related to the physical flow and upkeep of library materials.

Examples of Work Performed

1. Performs alpha-numeric sorting and filing.
2. Arranges materials on book carts and re-shelves them in proper order.
3. Maintains order of library collections through balancing, edging, and shifting materials
4. Empties book drop and utilizes the library's automated system to check in materials that have been returned.
5. Performs light housekeeping.
6. Performs other related work.

Required Knowledge, Skills, and Abilities

1. Ability to understand and perform routine library procedures.
2. Basic computer skills including using a mouse, Microsoft Office, Internet browsers, and scanners.
3. Ability to communicate effectively, follow directions, and ask questions.
4. Ability to sort efficiently in alphabetic and number order, particularly with regard to decimal numbers
5. Ability to perform moderately heavy physical work.
6. Ability to maintain a regular work schedule.
7. Positive attitude.
8. Ability to maintain the confidentiality of library patron information.
9. Ability to work independently, organize, and prioritize work.
10. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships.
11. Keyboarding and filing ability.

Tools and Equipment Used

1. Book carts for transporting materials
2. Computer equipment, including scanner, keyboards, printers.
3. Photocopier, microfilm/fiche reader/printer, public access computers, mending tools, DVD/compact disc cleaning machine.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Bending/twisting and reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Fingering: keyboarding, writing, filing, sorting, and shelving
4. Handling: picking up and shelving books.
5. Lifting and carrying: 30 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 and hearing

Experience and Qualifications

1. Education equivalent to junior in high school.
2. Eligible for a Child Labor permit, if required
3. No experience required.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
7. Reading Ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
8. Time Management: set priorities to meet assignment deadlines.
9. Ability to multi-task.

Environmental/Working Conditions

1. Flexible work hours.
2. Inside work environment.
3. Exposure to dust.

Position Accountability

Reports to: Circulation Lead

Employee is accountable to all applicable City of Platteville Policies and Procedures.

Approved by the Library Board of Trustees on April 2, 2024