

# Library Page Job Description

<b>Job title</b>	Page
<b>Department</b>	Library
<b>Reports to</b>	Librarian III

## General Description

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Assists the library departments by shelving, preparing or maintaining library materials.

## Essential Job Functions

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- ❖ Shelf library materials and keep them in order.
- ❖ Clean media (videos/CDs).
- ❖ Operate office equipment such as photocopy machine.
- ❖ May assist with library displays.
- ❖ May assist with processing new library materials.
- ❖ May assist with program preparation, includes setting up the meeting room.
- ❖ Performs other similar tasks as assigned.

## Qualifications Profile

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- ❖ Must be able to file by correct alphabetical and numerical order.
- ❖ Ability to work well with others.

## Physical/Mental Requirements

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- ❖ This position requires a person to sit or stand for long periods of time.
- ❖ Required to move, lift, push or pull up to 50 pounds of boxes of paper, books or files. Required to reach, stoop for required high and low stored materials, and must bend and stretch.
- ❖ Must be able to see objects closely as in reading or typing a document.
- ❖ Must be able to hear normal sound with background noise, distinguish voice patterns and communicate with speech as in using a telephone or communicating with the public.

## Minimum Training and Experience

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Must be 14 years of age or older.

## License or Certification

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None