

TOWN OF SHARON
JOB DESCRIPTION

Title of Position: Library Page

Department/Appointing Authority: Library/Library Director

Date: June 8, 2023

Originator: Lee Ann Amend

Personnel Board Use Only
Classification
Effective Date of Classification _ _ _ _ _
Classification Authority: <input type="checkbox"/> Personnel Board; <input type="checkbox"/> Collective Bargaining

1. Summary Description

This is a non-professional library position. Duties include; shelving library materials, shifting collections to make room for new items, shelf reading, and responding to locational questions asked by patrons.

2. Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team.

Shelves library materials
Locates requested items

Puts books in order on shelves

Assists staff with checking materials for damage and removing them from the shelves

Instructs volunteers in the Dewey decimal system for assistance with general library shelving, shifting, and shelf reading routines

Adheres to library policies and procedures Performs any other tasks as requested

3. Reporting Structure

The Library Page works under the general direction of the Library Director and reports directly to the Head of Circulation Services.

4. Physical Environment

Meets the minimum age requirements under State and Federal regulations Ability to push and pull library book trucks weighing 100-300 lbs.

Carry up to 15 lbs. of books across the library

Stand for a long time in one area

Bend and stretch to reach high and low shelves

5. Education/Basic Knowledge

Ability to understand and follow oral and written instructions in English at an 8th-grade level

An awareness of the purposes and functions of the public library and the ability to learn routine library procedures

6. Experience

This is an entry-level position with working knowledge of the Dewey Decimal System.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.