

## **Whipple Free Library Page Job Description**

**Job Title:** Page

**Reports to:** Circulation Supervisor and Library Director

**Classification:** Part-time, hourly, non-exempt

**Benefits:** No benefits included

### **Job Summary:**

The Library Page provides support to circulation staff by assisting patrons at the circulation desk, shelving materials, helping prepare for library activities, and other duties as assigned.

### **Duties:**

- Shelving materials in their correct locations
- Circulation desk tasks including:
  - Checking books in and out
  - Creating and renewing patron accounts
  - Answering phones quickly and professionally
  - Using Google Calendar to book meeting rooms
  - Using spreadsheets (Google Docs and excel) to enter statistics
- Shelf reading and keeping the shelves in order
- Scanning books into Better World Books
- Assisting library patrons with their needs
- Upkeep of displays
- Light processing of materials (stickers and book covering)
- Assists library staff with special projects including statistics, reorganization, and a variety of other duties as needed

### **Minimum Qualifications:**

- Demonstrated interest in the library or related field
- Must be 16 years or older
- Reliable
- Team player
- Computer Skills
- Strong attention to detail

**Required Skills, Knowledge, and Abilities:**

- The ability to multi-task
- Work efficiently in a fast-paced environment
- Quickly learn library policies, procedures, technology and new skills
- The ability to work well with library users of all ages and diverse backgrounds
- To work cooperatively and supportively with colleagues
- Effective communication skills
- Computer literacy
- Punctuality
- Resourcefulness

**Mental and Physical Abilities to:**

- Interpret and apply policies and procedures.
- Establish and maintain effective communication with staff and patrons
- Perform the duties of the position while intermittently sitting, standing, stooping, bending, or crouching. Be able to stand and walk on a frequent basis; lift and/or move objects weighing up to 30 pounds
- Be physically able to perform the essential functions of the job with or without reasonable accommodation
- Must be able to see, read and understand book titles, dates and call numbers and focus on detailed work on the computer for long periods of time.