

Alpena County George N. Fletcher Public Library

Job Description

Title: Library Page

Description/Summary: The Library Page performs the duties involved in re-shelving books at the library and assisting staff at the circulation and information services areas. Pages are responsible for keeping the shelves neat, reading/keeping the books in order on the shelves and using the automated circulation system.

Essential Functions:

- Shelf books, magazines, reference and audio visual materials.
- Arrange materials neatly and in proper order on shelves.
- Assist information services staff with desk duties and computer lab.
- Assist circulation staff in checking out library materials.
- Other duties as may be assigned by Library Director or Assistant Director.

Requirements:

- Must possess a high school diploma.
- Ability to work under minimal supervision.
- Ability to file alphabetically and numerically.
- Must be able to continually reach, bend, stretch, stoop and lift materials that can weigh up to 20 pounds from a standing position.
- Ability to retrieve and replace materials that can weigh up to 20 pounds apiece on shelves from floor level to seven feet high.
- Ability to repeatedly push and pull shelving carts.
- Must be computer literate and able to operate cash register and accurately count money.
- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees.

Direct Supervisor:

Assistant Director

Other:

This is a non-exempt position with part-time hours to be set by the Library Director. Hourly rate of pay set by the Library Board and reviewed annually.

November 2015