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FLSA Status: Non-Exempt

General Definition of Work

Performs support work in the public library, and related work as apparent or assigned. Work is performed under the supervision of the Branch Manager. Active participation in the implementation of the library's Long-Range Plan is expected of all employees of Blackwater Regional Library as it relates to their job descriptions. Employees are expected to set and accomplish goals for job performance annually as part of the Long-Range Plan.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential functions

Assists with circulation desk duties as assigned

Checks books and other materials in and out for patrons, empties book drop and shelves materials

Provides readers' advisory

Assists patrons with computers and reference related questions; troubleshoots library computer issues

Assists in notifying patrons of upcoming programs and general library information

Assists with the preparation of library programs

Receives and sends faxes and other correspondence

Accepts reservations for the meeting room; forwards form to Branch Manager for approval

Assists patrons; responds to directional questions

May create signs and displays

Assists in maintaining the appearance of the library

Knowledge and Abilities

Some knowledge of procedures, practices and equipment of a public library; ability to learn standard library tasks and prescribed routines; ability to perform routine clerical and record keeping tasks; ability to understand and follow oral and written instruction; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Less than high school diploma or GED and minimal experience, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, pushing or pulling and lifting and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and repetitive motions; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None