

## CENTRE REGION COUNCIL OF GOVERNMENTS JOB DESCRIPTION

Job Title: Library Page

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FLSA Status: Non-Exempt

Reports to: Head of Patron Services

Agency: Library

Band:

Grade:

Sub Grade:

Date: May 2021

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**JOB SUMMARY:** The Library Page is responsible for performing some routine operations of library circulation. Duties include shelving returned materials, staffing the Patron Services desk, and assisting library staff with projects. Evening and weekend hours required. The position is also expected to be committed to the mission, vision, and values of the Centre Region Council of Governments and the Schlow Centre Region Library.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Library Page may be asked to perform. Other duties may be assigned.

### 1. Administrative

- Shelf returned items; straighten and shelfread stack areas.
- Check material in/out and collect fines as appropriate.
- Empty the outside book return.

### 2. Public Relations

- Provide directional assistance and answer general questions about library services on the phone or in person.
- Register patrons for library cards
- Help staff children and adult departments and assist with department projects.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### EDUCATION AND/OR EXPERIENCE

- Must be at least 16 years old.
- Basic computer skills required.

### SKILLS AND ABILITIES

- Ability to cooperate with staff, volunteers, and the public.
- Ability to work with moderately complex records and files.
- Ability to understand and use a database management system.

### LANGUAGE SKILLS

- Ability to communicate courteously and effectively with the public, staff, and volunteers.

- Ability to communicate in both written and verbal form with clarity and precision.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to use a cash register and credit card machine.

### **REASONING ABILITY**

- Ability to handle confidential information.
- Ability to use good judgment and effectively solve problems.
- Ability to think quickly, maintain self-control, and adapt to stressful situations
- Ability to respond to complaints and grievances.
- Ability to work with all segments of the population including children, teens, older adults, disabled individuals, and individuals with varied ethnic origins.

**PHYSICAL AND WORK ENVIRONMENT:** The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

#### **Physical Environment:**

- The duties of this job include physical activities such as repetitive motions, seeing/observing, hearing/listening, talking, grasping, keying, lifting, pulling, pushing, walking, standing, reaching, crouching, kneeling, stooping, feeling, and crawling. The physical requirements for this position are sedentary, light, and medium work, with heavy work requirements occurring infrequently.

**Work Environment:** The work environment may include some or all of the following:

- Ability to work under distractions such as telephone calls and other disturbances.
- Ability to work in an environment with repetitive activities (performance of the same physically demanding activity).
- Ability to work in unpleasant social situations (necessity of dealing with irate or disturbed individuals).
- Ability to work under time pressure (frequent rush jobs, urgent deadlines, etc.).