

Supervised By: Department Head or Branch Manager

General Description

Sorts, arranges in order, and shelves materials.

Primary Responsibilities

- Performs core values to standards set by library (which include Teamwork, Accountability, Work Ethic, Professionalism, and Customer Service).
- Helps maintain an environment in the department or branch that provides for the enjoyable and convenient use of library resources.
- Sorts, shelves and stores books, magazines, pamphlets, audiovisual materials, and other materials.
- Shelf reads according to schedule for accurate order of materials.
- Shifts, straightens, and shelves materials as necessary.
- Retrieves materials for users and staff as directed.
- Performs other duties as required.

Qualifications

- Possess practical judgment and have ability to make objective decisions.
- Ability to communicate tactfully and effectively in English, verbally and in writing, with staff and the public, and in person, by telephone, or through electronic medium.
- Ability to see and read instructions, documents, materials written in English in print or in electronic formats.
- Ability to perform light physical work and to frequently lift and carry 10 pounds and on occasion up to 25 pounds, and manipulate book cart weighing up to 300 pounds over carpeted floors
- Possess hand/eye/foot coordination adequate to effectively use basic office equipment.
- Ability to work in variable environments such as areas that may have fluctuating temperatures and that can be dry, dusty, and/or musty.
- Must be able to perform sitting, walking, bending, overhead reaching, kneeling, carrying, pushing/pulling, and a variety of similar body movements.

Experience and Training

- *Preferred:* One year of custodial experience.
Required: Be at least 16 years of age AND a high school diploma or GED equivalency.
- Experience with Windows applications, Microsoft Office, and Internet Explorer preferred.

Special Requirements

- Must be able to work nights and weekends, including Sundays.

Acknowledgment

I have read Core Values and this position description. I fully understand the requirements set forth therein. I hereby accept the position of Library Page and agree to perform the identified functions in a manner and in accordance with Boyd County Public Library's established procedures and standards.

I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

_____ [to be signed by successful candidate]
Employee's Signature

Date