

JOB TITLE: Library Page-Public Service

JOB NO: CL045116

JOB FAMILY: Clerical

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a variety of tasks involved in the arrangement and order of library materials in the general maintenance and upkeep of the library.

SUPERVISION

General supervision is provided at the Main Library by a Library Services Supervisor and at the Branch Library by the Manager of Branch Library Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Perform a variety of tasks involved in ensuring that books and other library material are shelved including clearing the book drop, clearing books from tables, and shifting books to ensure they are in their proper shelf order.
3. Arrange and shelve library materials by a numerical filing system.
4. Assist in setting up for library programs; move furniture.
5. Perform minor library maintenance including changing light bulbs and assembling displays; assist in removing displays.
6. Assist with the Friends of the Library book sale; move and lift book donation boxes.
7. Provide daily count for in-house use of materials.
8. Work as a cooperative and supportive member of the Library team.
9. Provide the best possible customer service to the public.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist in repairing books with broken binding or ripped pages.
2. Assist in maintaining the copy machine including adding paper and changing toner; direct material needs to appropriate staff person.
3. May assist in sorting and distributing mail.
4. May pick up and deliver material to and from the Branch and the Main Library.
5. Prepare book spine labels; label books.
6. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

EXPERIENCE

No experience required.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license depending upon assignment.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Safe work practices.

Modern office procedures, practices, methods and equipment.

Skill in:

Operating modern office equipment.

Ability to:

Work varied shifts.

Shelve books.

Learn the Dewey Decimal Classification System.

Learn alphabetical and numerical filing.

Perform heavy manual labor.

Work in a team environment.

Tactfully respond to requests and inquiries from the public.

Establish and maintain effective working relationship with those contacted in the course of work.

Flexibly adapt to a variety of work situations and interruptions.

Readily adapt to changes in policies or work methods

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing, kneeling, walking, stooping, bending, twisting or otherwise moving around the facility to file, assist patrons, distribute or shelve library materials and perform related duties.*
- *Frequently pushing or pulling book trucks that require the exertion of 30 lbs. of force to move.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

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