

**CITY OF GRETNA
JOB DESCRIPTION**

POSITION TITLE: Library Page

REPORTS TO: Library Director

SUPERVISES: -----

PURPOSE OF POSITION: Responsible for shelving and maintaining all library materials

ESSENTIAL FUNCTIONS:

Sorts carts of materials for shelving and shelves materials according to established local procedures

Performs Shelf Checking/Follows Shelf List

Collects and checks in book drops

Sorts and distributes incoming materials

Searches for items on various reports: lost items, missing items, damaged items, etc.

Pulls items for weeding

Assists in the operation of the circulation desk including checking books in and out and other related tasks

Assists public with directional questions

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of the Dewey Decimal System

Ability to file books, periodicals, and other materials according to established policies and procedures

Ability to communicate effectively, verbally and in writing, in English

Ability to understand and follow both oral and written instructions

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. No previous experience with library service and computer/library automation systems required.
2. Must pass short examination of library classification principles.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying of office supplies, library books and other materials. The incumbent is required to talk, hear and must have the ability to transport themselves to and from various locations within the library. Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The work environment is generally indoors, with work hours occasionally required in times of darkness. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually quiet or moderate, but may be intense depending upon the scheduled activity.