

Reddick Public Library District

JOB DESCRIPTION

TITLE: Page

SALARY REVIEW: Annually

CLASSIFICATION: Part-time, Non-Exempt

REPORTS TO: Technical Services Coordinator

Duties:

- Sorts and moves fully loaded, double-sided book carts throughout the library in order to shelve print and non-print materials.
- Shifts books as necessary.
- Reads shelves as assigned.
- May answer directional questions; refers other patron questions to appropriate staff.
- Retrieves materials from outside book drop.
- Follows assigned cleaning schedule.
- Follows opening and closing procedures.
- Performs other duties as assigned to ensure quality service to patrons and efficient library operations.

Qualifications:

- Must be 16 years of age or older to apply. Graduation from, or current enrollment in, high school and demonstrated ability to perform essential job functions.
- Must be able to work evenings and weekends.
- Ability to file accurately, both numerically and alphabetically.
- Ability to follow oral and written instructions.
- Ability to work independently once familiar with procedures.
- Ability to stand for prolonged periods of time.
- Ability to bend, lift and carry up to 40 lbs.
- Ability to relate to co-workers and the public in a positive and responsive manner.