

JOB DESCRIPTION: LIBRARY PAGE

Help to maintain a friendly, welcoming atmosphere while assisting library users (patrons) and other members of the public by answering basic questions, locating library materials and performing circulation duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide excellent customer service to patrons of all ages in person and on the phone
- Assist patrons with the use of library computers and the printer/copier/scanner
- Perform basic circulation tasks using the library's automation system (Polaris)
- Shelf library materials; keep items on shelves in good order
- Perform other related duties as assigned

QUALIFICATIONS AND EXPERIENCE

Knowledge of:

- Dewey Decimal System for shelving purposes
- Common computer programs, including Microsoft Word and Excel
- Email, internet use and file management
- Mobile devices/e-readers

Ability to:

- Maintain a positive attitude with staff and patrons
- Maintain confidentiality regarding patron records and information
- Follow directions and established library procedures
- Learn new skills
- Handle money and make correct change
- Work assigned schedule and maintain consistent attendance
- Sit and stand for long periods; bend and reach to shelve materials; lift, carry and push full bins and carts