



Community Library of DeWitt & Jamesville

Part-Time - Library Page Job Description

Overview

The Library Page is a part-time position involving various tasks related to the organization, upkeep of library materials, and collections retrieval accuracy. This position shelves and organizes library collection materials, regularly shelf-reads, and assists with circulation duties. The work requires an understanding how the library is organized. This position reports to the Assistant Director for Patron Services.

Status: Part-Time Hourly

Schedule: an average of 13 hours a week; including weeknights and every other weekend

Pay Range: \$16.00 an hour

Responsibilities

- Sorts and shelves library materials in alphabetic and/or Dewey Decimal order efficiently
- Empties book drop bins and shelves returned and misplaced materials
- Regularly shelf—reads accuracy of order and patron searchability
- Maintains order and attractiveness of library collections through balancing, edging, and shifting materials
- Clears tables, keeps furniture in order, and picks up any items left by patrons
- Assists with routine circulation duties, including checking in, checking out, and pulling holds, and renewing library materials as needed
- Provides simple directional information to patrons
- Assists Patrons in locating library materials and answers basic questions on how to locate library materials
- Assists Patrons by making referrals to the Front Desk or Reference Librarian
- Displays courtesy and respect to provide helpful customer service
- Performs all other duties as assigned

Required Qualifications

- High School Diploma
- Ability to communicate effectively; to understand and carry out simple oral and written directions
- Demonstrates good judgment, accuracy, orderliness, and reliability
- Ability to sort and file alphabetically and numerically
- Proficient with technology; able to accurately access, input, and receive information from a computer workstation or related technology

Preferred Qualifications

- Knowledge of Polaris Leap.
- Knowledge of the Dewey Decimal system
- Proficient in Google Drive, Docs, Calendar, Sheets, Forms, and Meet

Physical Activity Requirements

While performing the duties of this job, the Page stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 pounds when fully loaded. Job duties may occasionally require standing for extended periods of time

To Apply

Please email a resume and three references to HR@cldandj.org.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.

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