

**Classification Title: Library Page**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Assists Librarians and other supervisors in the maintenance and upkeep of library books, media, supplies and other resources. Sorts, cards, processes, shelves and maintains books, microfilm, compact disks, journals and other media. Performs other related work as assigned and may assist patrons.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Processes books, microfilm, compact disks and journals for addition to collection. Creates whitesheets, sleeves, and spine labels. Affixes barcodes and security strips.
2	L	Scans, sorts and shelves new and returned books, microfilm, compact disks and journals. Maintains general cleanliness and order of the collections.
3	L	Assists patrons locating books or sections of the library. Collects overdue payments. Assists patrons in the use of photocopying and other equipment.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	No experience required.
Equivalent Education & Experience Accepted?	No
Certification and Other Requirements	None.
Reading	Intermediate
Math	Basic
Writing	Intermediate
Managerial	Receives general direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.

CLASSIFICATION REQUIREMENTS	
Interpersonal / Human Relations Skills	Work requires minimum or limited contact with individuals. The purpose of contact is to exchange and/or receive basic information.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Paper cutter, hole punch, stapler, scissors, letter opener, typewriter

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.