

LIBRARY PAGE

POSITION SUMMARY

This limited hour position is responsible for performing a variety of sub-professional library work requiring specialized knowledge and to do related work as required. The primary responsibility of this position is to assist library users in the circulation area.

RESPONSIBILITIES

Essential Duties (May not include all of the duties performed):

- Checks in, checks out and renews library materials
- Issues new and replacement library cards and updates patron records
- Assists library users in locating materials
- Fields requests for new acquisitions and interlibrary loans
- Assists library users in making photocopies
- Assists library users in receiving and sending a fax
- Answers phones and directs call to appropriate staff, as needed
- Shelves library materials; reads shelves and keeps material in good order
- Assists library users with library databases and the microfilm reader/printer
- Troubleshoots computer problems on public access computers
- Collects and records fines, fees and other monies
- Processes library materials and makes them shelf-ready by adding dust covers and security tags.
- Sorts mail and routes to appropriate staff

Knowledge, Skills and Abilities:

- Ability to maintain confidentiality
- Ability to deal pleasantly with the public, maintaining positive public relations, whether face to face or on the telephone
- Ability to learn the use of the Dewey Decimal classification system, and other library procedures
- Computer skills sufficient to perform the functions of the online catalog and circulation modules
- Good clerical skills are required
- Ability to perform tasks quickly and accurately
- Familiarity with a variety of office machines
- Problem solving skills
- Ability to interpret and implement library policies and procedures
- Ability to work independently with limited supervision
- Ability to work evenings and weekends as needed
- Ability to understand and carry out oral and written instructions

Judgement and Decision Making:

- Refers exceptions and difficult problems to supervisor for solution/resolution

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RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Is a self-starter
- Exhibits a positive image and outlook when interacting with coworker and /or the public

Relation to Others:

- Requires normal courteous interaction and basic interpersonal skills and tact to communicate with others
- Incumbent is cooperative and assists others
- Incumbent works to promote teamwork within the department and within the City in general
- Incumbent shares information with peers
- Incumbent accepts responsibility and works well when given responsibility
- Incumbent accepts and is eager to learn new duties

SKILLS

Education and Experience:

- Must be age 16 or older

WORKING CONDITONS

Environment:

- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions.
- Physical demands include moderate physical activity that includes prolonged standing, sitting and/or walking, handling moderate weight objects and/or using or carrying equipment.
- Positions in this class typically require: climbing, stooping, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification and History: Grade 10 (G-10)

FLSA: Non-Exempt, Limited Hour

Created/Updated: 3/04/2021; 4/25/2022 LH; Title change/updates 3/15/23 SN/DK.

Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.