

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 14 LIBRARY PAGE

JOB TITLE	LIBRARY PAGE
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the general supervision of the Library Director and the immediate supervision of the Adult Services or Youth Services Coordinators.
SUPERVISION EXERCISED	None
REVISION HISTORY	11/2023

Position Overview

Responsible for assisting at the circulation desks, shelving items, and performing varied library support tasks as assigned.

Essential Job Functions

1. Assists with all tasks at circulation desks as needed
2. Handles incoming telephone calls
3. Shelve returned items
4. Assists patrons in the use of library facilities
5. Performs other duties as assigned

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Minimum Qualifications

High School and/or college student. Documented work experience demonstrating compatibility for Library Page Position.

Required Knowledge, Skills, Attributes & Abilities

1. Tact and courtesy
2. Good oral communication skills
3. Attention to detail.
4. Ability to communicate clearly

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

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The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.