	Title	Job Description: Library Page	Scope	All Locations
			Origination	HR
	Control #:	2021-HR-005.01	Issued	3/22/2018
	Created by:	Kristine Foreman	Supersedes	New

Job Description

Job Title:	Library Page
Department:	Branch Operations
Grade:	A
Classification:	Non-exempt, Hourly
Job Location:	Multiple
Reports to:	Branch Supervisor; Branch Librarian

Summary/Objective

The Library Page provides assistance with daily duties at a branch library. Duties include shelving, arranging books, various light cleaning duties and some customer service. Must be at least 16 years old.

Essential Duties and Responsibilities

- Arranges and shelves books and other library materials.
- Shifts books when shelves are crowded.
- Empties the library book drop.
- Works with branch staff to complete daily tasks or procedures.
- Assist patrons with routine location questions.
 - May answer telephone as needed or requested
 - May assist patrons with the use of library equipment, according to skill level.
- Other Duties as Assigned

Competencies

- Courteous
- Organized
- Effective communicator
- Dependable
- Manages time well
- Professional demeanor
- Basic computer skills

Supervisory Responsibility


None

Required Education and Experience

No prior education or training required

Additional Requirements

- Flexibility to work evenings and weekends.
- Bilingual in English and Spanish strongly preferred

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Travel Requirements

None

Physical Demands

Manual dexterity and physical ability to perform required tasks.

Work Environment

Majority of the work performed in a general office/library environment.

Work Authorization

Must be authorized to work in the United States for any employer.

Other Information

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

This position is a part-time, temporary position, and is not a benefits-eligible position. Employment with NCW Libraries is at-will. Nothing in this job description should be construed or interpreted as a contract, guarantee or promise of employment for any specific duration.