

<b>Position Title</b>	<b>Library Page</b>	
<b>Position Statement</b>	<p>All NCW Libraries staff embrace these <a href="#">core competencies</a> as an organization and as individuals who positively represent the library and its mission in the community.</p> <ul style="list-style-type: none"> <li>Ethical Practice</li> <li>Professionalism</li> <li>Building Respectful Relationships</li> <li>Valuing Diversity &amp; Promoting Inclusiveness</li> <li>Library Advocacy &amp; Intellectual Freedom</li> <li>User Focus</li> <li>Effective Communication &amp; Collaboration</li> <li>Foundational Knowledge</li> <li>Adaptability</li> <li>Continuous Learning</li> </ul>	
<b>Position Summary</b>	<p>Provides assistance with daily duties at a branch library. Duties include shelving, arranging books, various light cleaning duties and some customer service. Works consistently within NCW Libraries standards and policy directives and all applicable laws. Supports the library's mission of "Connecting the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities."</p>	
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>Arranges and shelves books and magazines.</li> <li>Shifts books when shelves are crowded.</li> <li>Empties the library book drop.</li> <li>Works with branch staff to complete daily tasks or procedures.</li> <li>Models professionalism for colleagues and promotes a positive organizational culture.</li> <li>Prioritizes the learning of technologies.</li> <li>Stays abreast of library policies and procedures.</li> <li>May answer telephone and assist customers to appropriate skill level.</li> </ul>	<ul style="list-style-type: none"> <li>May assist patrons with routine location questions.</li> <li>May assist patrons with the use of library equipment.</li> <li>Promotes and models courteous, respectful, and timely communication.</li> <li>Gives and welcomes constructive, respectful feedback.</li> <li>Listens actively and well.</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to read, comprehend and follow instructions.</li> <li>Ability to effectively communicate information to patrons if requested.</li> </ul>	<ul style="list-style-type: none"> <li>Comfortable with basic computer and technological skills.</li> <li>Possess the ability to handle multiple tasks and be detail oriented.</li> </ul>
<b>Education &amp; Experience</b>	<p>No prior experience or specific training necessary. Must be 16 years or older.</p>	
<b>Special Requirements</b>	<p>Flexibility to work evenings and weekends. Prefer fluency in English and Spanish.</p>	
<b>Physical Requirements</b>	<p>While performing the duties of this job, the employee is frequently required to stand; walk, sit; use hands to finger, handle or feel; reach with hands and arms; reach overhead, stoop, kneel, crouch, or crawl and talk or hear. Required to push, pull, load and unload carts, bins and boxes, pull books from shelves, put books back on shelves, occasionally required to climb or balance on a stool. Frequently lift and move up to 20 pounds, occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually moderate.</p>	
<b>Wage &amp; Benefits</b>	<ul style="list-style-type: none"> <li>Classification A (\$13.69/hour)</li> <li>Non-Exempt</li> <li>Part-Time</li> </ul>	