

Title of Position: Library Page (15 hrs/wk)	Employment Category: LTE
Reports to: Library Director	Orientation Period: N/A

Typical Responsibilities of Position:

Under supervision of the Library Director, performs clerical and paraprofessional library work as required.

DUTIES

1. Perform circulation desk procedures, such as checking library materials in and out, renewing materials, registering patrons, collecting fines, and answering patrons questions about the status of their accounts.
2. Route in materials going to and coming from other libraries, Retrieve and route items from daily send list.
3. Assist with pulling rotation items from shelves on scheduled days.
6. Shelve library materials and shelf read.
7. Assist patrons with mechanical operation of library equipment.
8. Answer directional questions, ready reference questions, catalog searching, and placing holds on requested items. Refer more difficult-to-locate reference and reader's advisory questions to the Library Director.
9. Performs light housekeeping.
10. On scheduled days, work full days when the Library Director is attending full day workshops, conferences, is ill, or on vacation. May be required to fill in occasionally on weekends.
11. Other responsibilities as assigned.

FOLLOWING DESCRIPTIONS: REFER TO LIBRARY PAGE (LTE)

KNOWLEDGE AND ABILITIES
 PHYSICAL DEMANDS OF POSITION
 MENTAL REQUIREMENTS
 EQUIPMENT USED
 EDUCATION AND EXPERIENCE

**Checklist for Physical Activities and Requirements, Visual Acuity,
and Working Conditions for the Position**

Library Assistant I

	Regularl y	Frequentl y	Occasionall y	Rarel y
Climbing (ladders, stairs, ramps, scaffolding)				x
Stooping		X		
Kneeling		X		
Crouching			x	
Crawling			X	
Reaching with hands and arms	X			
Standing	X			
Walking	X			
Pushing/Pulling (using upper extremities to exert force)		x		
Lifting - up to 25 lbs.	x			
Lifting - up to 50 lbs.				X
Lifting - up to 75 lbs.				X
Lifting - over 75 lbs.				X
Fingering/Pinching/Picking/Typin g	X			
Grasping (applying pressure with fingers and palms)		X		
Talking	X			
Hearing	X			
Repetitive motions of the wrists, hands, and/or fingers	X			
Close visual acuity (reading, computer work, analyzing data/figures, inspection of small parts)	X			
Visual acuity (operating machines within arm's reach, driving motor vehicles or heavy equipment)	X			
Worker is subject to inside environmental conditions	X			
Worker is subject to outside environmental conditions			X	
Worker is subject to extreme cold or heat				X
Worker is required to work in high places or close quarters				X
Worker is subject to loud noise			X	
Worker is subject to vibrations				X
Worker is subject to hazards (proximity to moving parts, moving vehicles, electrical currents, exposure to chemicals,				X

fumes, gases, or dusts)				
Worker is required to function around prisoners				X