

Plaistow Public Library Personnel Policy - Job Description

Position Title: Library Page

Accountability: Reports to the Library Director

Overview: Temporary*, Hourly, Non-Exempt

This position requires a basic knowledge of library services, principles, practices, and procedures. It requires frequent interaction with the public and the ability to shelve materials quickly and accurately. The job entails routine and repetitive tasks that once learned can be performed with minimal supervision.

** Employment ceases automatically no later than the end of the summer following the student's senior year or equivalent.*

Essential Functions:

- Shelves collection materials and shelf-reads the collection to verify proper order of materials
- Works at the Circulation Desk and checks materials in and out of the Library
- Collects payments for printing, photocopying, and used books
- Provides basic patron advisory services, in person and over the phone
- Provides basic troubleshooting on public access computers
- Issues library cards
- Calls patrons with waiting holds
- Assists with program setup and special events
- Closing procedures
- Maintains entry way bulletin boards
- Performs other duties as required

Required Knowledge:

- Knowledge of circulation desk procedures and organization of the library
- Knowledge of customer service principles
- Operational knowledge of computer technology, including automated library systems, online databases, the Internet, and e-readers
- Operational knowledge of standard office and A/V equipment

Required Skills:

- Ability to maintain a positive customer service attitude in a busy, multi-tasking environment
- Excellent oral communication skills
- Ability to sort and shelve materials based on numeric, alphabetical and alphanumeric filing systems, such as the Dewey Decimal system
- Basic proficiency with computers, the internet, and cloud-based services

Education/ Experience:

Plaistow resident attending High School, sophomore year or above.

PHYSICAL ACTIVITY REQUIREMENTS:

Cognitive and Sensory Requirements

Talking: Necessary for communicating with others
Hearing: Necessary to receive information and instructions
Sight: Necessary to perform job effectively
Taste & Smell: Not required

Primary Physical Requirements

Lift up to 10 lbs.: Frequently required
Lift 11 to 25 lbs.: Occasionally required
Lift 26 to 50 lbs.: Rarely required
Lift over 50 lbs.: Not required

Carry up to 10 lbs.: Frequently required
Carry 11 to 25 lbs.: Occasionally required
Carry 26 to 50 lbs.: Rarely required
Carry over 50 lbs.: Not required

Reach above shoulder height: Frequently required
Reach at shoulder height: Frequently required
Reach below shoulder height: Frequently required

Push/Pull: Occasionally required
Twisting: Occasionally required
Bending: Frequently required
Crawling: Occasionally required
Squatting: Occasionally required
Kneeling: Occasionally required
Crouching: Occasionally required
Climbing: Occasionally required
Balancing: Occasionally required

Job requires standing, often for extended periods, and walking distances, including stairs.

Hand Manipulation

Grasping: Frequently required
Handling: Frequently required
Fingering: Frequently required

Controls and Equipment Computer, telephone, copy machine, A/V equipment

Work Surfaces Standard desk and chair, carpet floors, tables, circulation desk

Occupational Exposures Some exposure to cleaning agents

Environment Inside 99% Outside 1%