

**JOB TITLE: Library Page**  
**DEPARTMENT: Library**

**GRADE: H-0**  
**DATE: February 2012**

*The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.*

**DEFINITION:**

Perform basic library organizational and maintenance function.

**SUPERVISION RECEIVED:**

Works under the direct supervision of professional library staff or designee following departmental rules, regulations and policies. Referring all problems or issues to supervisor.

**SUPERVISION EXERCISED:** None

**DISTINGUISHING CHARACTERISTICS:**

1. Assists library staff in maintaining organization, security and appearance of library facility.
2. Errors or omissions can cause a minimal service disruption.
3. Available for flexible hours inclusive of weekends for a part-time schedule.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*

**EXAMPLES OF WORK: Included but not limited to:**

1. Performs shelving of materials (books, videos, etc.), shelf-reading and book shifting; Keep the stack areas in order (covering, stamping, labeling, etc.) and other duties as assigned.

**DESIRABLE QUALIFICATIONS:**

**Education and Experience:** Comply with Massachusetts General Laws in terms of age and employment requirements.

**Knowledge, Abilities and Skills:** Ability with alphabetical and numeric order; attention to details and neatness; basic English; knowledge of Dewey decimal system; basic computer literacy and ease in communication with public desirable.

**TOOLS AND EQUIPMENT USED:**

Book carts, copy machine, scissors, computers, paper cutter.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, sit and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a typical library setting. The noise level in the library is generally quiet.

Revised: January 1996

Revised: August 2000

Revised: February 2012