

CITY OF MIDDLETON

LIBRARY PAGE I



Division/Department	Middleton Public Library
Location	7425 Hubbard Avenue
Job Title	Library Page I
Reports to	Head of Circulation Services and Library Assistant II for Circulation Services

Level/Grade	Type of position:	Hours <u>varies</u> / week
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> LTE	
	<input type="checkbox"/> Seasonal	

GENERAL DESCRIPTION

Under the general supervision of the Library Director and the day-to-day supervision of the Head of Circulation Services and Library Assistant II for Circulation Services, the Library Page I is responsible for checking in and shelving all materials, and maintaining shelf order throughout the library. This position may also be assigned other tasks which support circulation and technical services.

JOB FUNCTIONS

- Performs alpha-numeric sorting and filing tasks.
- Empties bookdrop and moves returned items to proper place for check in.
- Checks in returned materials on automated circulation system routing materials appropriately.
- Arranges returned materials on carts and reshelves them in proper order.
- Shelf-reads and straightens materials on the shelves to maintain good order.
- Searches the shelves for materials.
- Physically prepares materials for circulation in accordance with processing guidelines, as needed.
- Answers directional questions and refers non-directional questions to the appropriate staff members.
- Performs other related job duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand and perform routine library tasks.
- Ability to communicate effectively with staff and public.
- Ability to sort efficiently in alphabetic or number order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
- Ability to follow directions.
- Ability to perform moderately heavy physical work.
- Ability to maintain a regular work schedule.

EDUCATION AND TRAINING

- Some high school.
- Eligible for a Child Labor permit, if required.
- No experience required.

Physical Demands of the Position

1. Standing, walking, stooping, kneeling and crouching.
2. Climbing: ascending and descending a short footstool.
3. Bending/twisting, reaching and feeling.
4. Talking, hearing and near vision.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing up to 80 pounds on a wheeled cart.
7. Handling: pickup up and shelving books.

Mental Requirements

1. Communications skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports, and other formats.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
5. Time management: set priorities in order to meet assignment deadlines.

Environment/Work Conditions

1. Inside work environment.
2. Flexible hours; frequent evening and weekend hours.

Equipment Used

Book carts for transporting materials to proper areas for reshelving, computer, security system devices.