Division/Department	Middleton Public Library
Location	7425 Hubbard Avenue
Job Title	Library Page II - Circ
Reports to	Head of Circulation Services

Level/Grade	Type of position:	Hours___10-30_____ / week
	☐ Full-time	☐ Exempt
	☒ Part-time	☒ Nonexempt
	☐ LTE	
	☐ Seasonal	

GENERAL DESCRIPTION

Under the general supervision of the Library Director and the day-to-day supervision of the Head of Circulation Services. The Library Page II is responsible for checking materials in and out, processing and shelving holds, entering new cards and updating the patron database, simple financial transactions, and provides quick and accurate answers to basic directional and informational questions, as well as other duties which support circulation services.

JOB FUNCTIONS

- Checks library materials in and out on an automated circulation system.
- Checks in holds from delivery and shelves items in a timely fashion.
- Registers patrons for new cards and updates database with patron changes.
- Performs general circulation tasks such as, but not limited to, collecting fines and fees, routing items back to owning libraries,
- and checking in the Holds Queue materials.
- Searches the shelves for materials and SCLS generated lists.
- Answers directional and basic library operation questions and refers in-depth questions to the appropriate staff members.
- Performs other related circulation job duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Some working knowledge of library methods and procedures.
- Ability to understand and perform routine library tasks.
- Ability to communicate effectively with staff and public and maintain effective public relations.
- Working knowledge of technology, computer software, and social media.
- Keyboarding and filing ability.
- Ability to follow directions.
- Ability to perform moderately heavy physical work.
- Ability to maintain a regular work schedule.
- Demonstrated comprehensive knowledge of the library's collections, daily programming offerings, meeting and study room policies, and other pertinent events throughout the community.

EDUCATION AND TRAINING

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- High school Degree or equivalent education.
- Some library experience or library volunteer experience.
- Basic technology and computer software skills.

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. Technology skills: basic computer software knowledge, technology skills, and understanding of social media.
6. Time management: set priorities in order to meet assignment deadlines.
7. Must have a sense of humor.

Environment/Work Conditions
1. Inside work environment.
2. Flexible hours; frequent evening and weekend hours.

Equipment Used

Computer, internet, databases, printer, copy machine, cash register, telephone, calculator, book carts, and security system devices.

Revised 12/5/11
Revised 7/8/14