

# CITY OF MIDDLETON

## LIBRARY PAGE II – Adult and/or Youth Services Desk Substitute



Division/Department	Middleton Public Library
Location	7425 Hubbard Avenue
Job Title	Library Page II – Substitute
Reports to	Head of Adult Services or Head of Youth Services

Compensation: \$13.17/hour No benefits at this time	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> LTE <input type="checkbox"/> Seasonal	Hours: Regular monthly Saturday shift, and additional hours as needed. <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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### GENERAL DESCRIPTION

Under the general supervision of the Library Director and the day-to-day supervision of either the Head of Adult Services or Head of Youth Services. The Library Page II is responsible for a variety of Service Desk duties.

### JOB FUNCTIONS

- Answers general reference questions using online and print resources.
- Assists patrons with locating library materials and placing holds using the LINKcat database, as well as placing Inter-Library Loan requests.
- Provides readers' advisory and program registration/information.
- Performs general operational procedures such as opening/closing the library and meeting/study rooms.
- Assists and instructs patrons in the use of web sites and library databases.
- Assists patrons with web browsing, email, printing, and computer applications such as Microsoft Word.
- Assists and instructs patrons in the use of e-books, downloadable audio books, and other digital library content.
- Assists patrons with the photocopiers, printers, fax machine/scanner, and microfilm reader.
- Books and supervises the use of the study rooms.
- Refers in-depth reference questions and/or circulation questions to appropriate staff as necessary.
- Performs other related reference desk duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of library methods and procedures and the ability to apply them to library operations.
- Ability to communicate effectively with staff and public and maintain effective public relations.
- Considerable knowledge of technology, computer software, and emerging technologies.
- Ability to follow directions.
- Ability to maintain an irregular work schedule and fill in on the Services Desks as needed.

### EDUCATION AND TRAINING

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

**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.

**Environment/Work Conditions**

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

**Equipment Used**

Computer (PC) and printer, copy machine, scanner, fax machine, telephone, calculator, microfilm reader.