



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Library Page	DEPARTMENT: Staunton Public Library
IMMEDIATE SUPERVISOR: Librarian	GRADE/RANK: 1
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs shelving of all types of library materials correctly and quickly in alphabetical or numerical order. Provides basic customer service to patrons.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Sorts and shelves library materials according to the Dewey Decimal System or other classification scheme;
- Shifts collections as necessary to match available shelving space;
- Checks shelves for correct arrangement of materials [shelf reading];
- Empties book drop and sorts items for delivery to correct area;
- Clears tables of books and magazines;
- Checks returned AV items for all components;
- Maintains appearance of work and public areas including play area;
- Files old periodicals in storage area;
- Retrieves books and periodicals from shelves;
- Performs closing and clean-up procedures;
- Participates in ongoing training opportunities;

- Assists patrons within agreed upon limits and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess knowledge of the English alphabet and the Dewey Decimal System and have the ability to pass Dewey Decimal System training. Must have the ability to sort and file alphabetically and numerically and have a positive attitude towards public service work. Must have the ability to work quickly and accurately as well as follow oral and written instructions. Be able to communicate verbally and in writing with other library staff and with the public and be able to perform repetitive tasks. Must be self-motivated and able to work without direct supervision but also be able to take direction from a variety of supervisors.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Two years of high school.

SPECIAL REQUIREMENTS:

Includes evening and weekend work.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Bending, standing, stretching, squatting, and kneeling for up to 3 hours per day. Lifting (up to 30lbs.) carrying (up to 20 lbs.), pushing heavy carts and bins of books. Must be able to push several hundred pounds. Must be able to climb on and balance on a kick stool. Requires visual discrimination and the ability to read spine labels. The employee is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

None.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Library Page will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Library Director and Chief Human Resources Officer

Revised Date: 2019