

City of Portage
Job Description

Job Title: Page
Department: Portage Public Library
Reports to: Library Director

SUMMARY

Under immediate supervision, reshelves library materials, maintains materials in the library collection in a neat and orderly fashion, assists in other support tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned.)

1. Arranges returned materials on book trucks and reshelves them in proper order.
2. Empties bookdrop and takes returned items to the proper place for checking in.
3. Assists with circulation desk procedures, such as checking materials in and out, placing holds, collecting fines, etc.
4. Shelf-reads and straightens materials on the shelves or in the collection as assigned.
5. Performs alpha-numeric sorting and filing tasks.
6. Refers non-directional questions to the appropriate staff member(s).
7. Prepares new materials for the collection.
8. Assists patrons in using the catalog and locating materials.
9. Assists patrons in using library equipment such as photocopier, microfilm reader, beverage maker, etc.
10. Performs light housekeeping.
11. Performs other related work.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE AND ABILITIES

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphabetic and numeric order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.
7. Ability to understand and perform assigned library procedures.
8. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
9. Working knowledge of English grammar and spelling.

EDUCATION AND EXPERIENCE

1. Education equivalent to junior in high school.
2. Eligible for a child labor permit (if applicable).
3. No experience required.

LANGUAGE/COMMUNICATION SKILLS

1. Ability to read and comprehend simple instructions, short correspondence, and memos.
2. Ability to write simple correspondence.
3. Ability to effectively present information in one-on-one and small group situations to patrons and other employees.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

1. Bending/twisting, reaching and feeling.
2. Climbing: ascending and descending short footstool.
3. Handling: picking up and shelving books.
4. Lifting and carrying: 50 pounds or less.
5. Pushing and pulling: objects weighing 300-400 pounds on wheels.
6. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
7. Talking, hearing, and near vision.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours/ frequent and regular evening and weekend hours.
2. Generally, an inside work environment.
3. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT USED

Book truck for transporting materials to proper areas for reshelving, microfilm reader, photocopier, computer, and beverage maker are commonly used.