

LIBRARY PAGE

NATURE OF WORK

This is library work involving responsibility for maintenance of the physical collection of library materials and service to the patrons. Work is performed under the direct supervision of the Library Director, or designee.

ESSENTIAL JOB FUNCTIONS

1. Discharges all in-coming books and other library materials.
2. Shelves in-coming books and other library materials.
3. Charges out materials to library patrons.
4. Straightens all materials housed in library.
5. Processes library card applications.
6. Repairs books and other materials.
7. Processes books and other materials.
8. Shelf reads assigned sections of shelved books and other materials.
9. Answers telephone; responds to inquiries or refers caller to appropriate staff.
10. Processes materials delivered from other libraries.
11. Fills "send item" list of requests from other libraries.
12. Performs other duties related to the position as assigned.

REQUIRED QUALIFICATIONS

One year experience and/or training in the operation of a computer.

Ability to work standing up at the circulation desk.

Public contact experience.

DESIRED QUALIFICATIONS

Experience working in a library setting.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of decimal system.

Knowledge of book repairing and processing, or ability to learn those skills.

Ability to establish and maintain effective working relationships with other employees, library patrons, and the general public.

Ability to complete duties assigned within time allotted.

Ability to operate a computer and to acquire a working knowledge of the library automation system.

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PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	F	1,3,5,8,9	Work Alone w/out other employees		
Moving About	F	2,4,10,11,12	Work With Others (the public or other employees)	C	1,2,3,4,5,6,7,8,9,10,11,12
Sitting	O	6,7	Work Around Other Employees	C	1,2,3,4,5,6,7,8,9,10,11,12
Physical Strengths and Demands			Public Contact	C	1,2,3,4,5,6,7,8,9,10,11,12
Lifting-Push & Pull While Stationary			Shift Work	C	1,2,3,4,5,6,7,8,9,10,11,12
Sedentary-up to 10 lbs.	C	1,3,5,6,7,8,9	Extended Day		
Light Work-11 to 20 lbs	F	2,4,11	Inside	C	1,2,3,4,5,6,7,8,9,10,11,12
Medium Work-21 to 50 lbs			Outside		
Heavy Work-51 to 100 lbs			Confined Area		
Very Heavy-over 100 lbs			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
Sedentary-up to 10 lbs			Wet and/or Humid		
Light Work-11 to 20 lbs	F	2,4,11	Noise		
Medium Work-21 to 50 lbs	V	10, 12	Vibration		
Heavy Work-51 to 100 lbs			Mechanical Equipment		
Very Heavy-over 100 lbs			Electrical Equipment	C	1,3,5,9,10,11,12
Climbing			Pressurized Equipment		
Balancing			Burning Material/Equipment		
Stooping	F	2,4,8,10,11,12	Explosive Material/Equipment		
Kneeling	O	4,8,10,11,12	Radiant Energy		
Crouching			Moving Objects		
Crawling			High Places		
Reaching	C	1,2,3,4,8,10,11,12	Fumes/Odors		
Twisting-Sitting	O	6,7	Dirt/Dust		
Twisting-Standing	O	1,2,3,4,8,9,10,11,12	Gases		
Handling	C	1,2,3,4,6,7,8,10,11,12	Poor Ventilation		
Fingering			Other (Specify)		
Feeling			Other (Specify)		
Talking	C	1,2,3,5,9,10,11,12			
Hearing	C	1,3,5,6,7,8,9,10,11,12			
Seeing - Near Vision	C	1,2,3,4,5,6,7,8,9,10,11,12			
Seeing - Far Vision	C	1,2,3,4,5,6,7,8,9,10,11,12			
Seeing - Depth Perception	C	1,2,3,4,5,6,7,8,9,10,11,12			
Seeing - Color Vision	C	1,2,3,4,5,6,7,8,9,10,11,12	Codes:		
Seeing - Field of Vision	C	1,2,3,4,5,6,7,8,9,10,11,12	Blank - Not Present		
Smelling			V = Very Infrequent 1 to 2 times a week		
Walking	F	1,2,3,4,8,9,10,11,12	O = Occasional - Up to 1/3 of time a week		
Reading	C	1,2,3,4,5,6,7,8,9,10,11,12	F = Frequent - 1/3 to 2/3 of time		
Driving			C = Constant - More than 2/3 of time		
Other (specify)					