

“To Inform, Enrich & Empower”
Jasper County Public Library
Job Description

Title: Page

Classification: Page

Branch/Department: Rensselaer Library

FLSA: Non-exempt

Reports to: Youth Services Librarian

General Summary:

Responsible for accurately shelving materials and maintaining orderly shelves

Primary Responsibilities and Duties:

Essential Functions:

- Accurately shelve and align materials both alphabetically and using the Dewey Decimal classification system
- Assist at circulation desk as needed
- Shelf reading of books to assure they are at the correct branch and in their proper position on the shelves. Shift books as needed.
- Retrieve unshelved materials, marking them as used In-House
- Alert selectors of materials in poor condition
- Must adhere to library Internal Control Standards and System

Other Duties:

- Other Clerical duties as needed
- Special tasks as assigned by supervisor

Knowledge, Skills, and Abilities Required:

Minimum Education:

- None

Minimum Experience:

- None

Contact With Others:

- Must take direction well.
- Must demonstrate an ability to perform tasks while remaining attentive to patron needs. Must interact well with the public and staff.

Mental/Analytical Demands:

- Attention to detail, ability to perform repetitive tasks, ability to accurately, and in a timely manner, file books by numbers and letters.

Certification, Licensure, Registration:

- None

Working Conditions:

Physical Requirements:

- Ability to move in a timely manner throughout the public services area of the library.
- Perform bending, squatting, kneeling and reaching from floor level to 6 feet in height.
- Routine lifting of library materials up to 20 pounds.
- Must be able to push a loaded book truck.

Working Environment:

- Evening work to 8 PM and Saturday work required

Equipment Used:

- General office equipment, such as computers, telephones, etc.

General Statement: The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

Effective Date: 6/98, **Revised:** 11/16, **Reviewed** 11/17 1/2018