

City of Claremont, New Hampshire Position Description

Position Title:	Library Page	Union/Merit:	Merit
Reports to:	Library Director	Grade Level-Points:	Part Time
Department:	Library	Revised/Updated:	04/10/05
FLSA Status:	Non-Exempt		

Job Summary

Under supervision, the incumbent performs duties requiring knowledge of library organizations and operations in support of the library's mission. The incumbent is responsible for the shelving of all books and library materials and the regular maintenance of the shelves. The work performed is subject to review through observation, reports and the results achieved.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Shelves all books and library materials in proper order.
2. Keeps stack area and tables neat and orderly.
3. Answers telephones and handles referral requests; checks library materials in and out on the computer.
4. Prepares newspapers and magazines for the shelves and assists with general duties at the circulation desk.
5. Processes mail and runs other errands as necessary.
6. Assists in processing "overdues" by checking shelves; empties outside book drop; Cleans DVD's & CD's and makes minor book repairs.
7. Assists with library programs (i.e. setting up the Gilmore room, Claremont Conference Center etc.) and with bulletin board preparation.
8. Cleans glass doors, circulation desk, library tables, bookshelves, etc. and vacuums carpet when assigned.
9. Assists patrons in use of the micro-film machine and copy machine.
10. Practices good customer service relations.
11. Maintains familiarity with and executes safe work procedures associated with assigned work.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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12. Will not do: primary reference work, overdue processing and computer instruction (unless granted permission by Library Director).
13. Performs other related duties as assigned.

Peripheral Duties

Analyze and recommend improvements to equipment and facilities, as needed.

Desired Minimum Qualifications

Education and Experience:

Minimum 9th grade education with appropriate experience and demonstrated ability to shelve books in proper order.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Library materials and practices.
- Computers
- Dewey Decimal System
- Techniques of effective time management.

Ability to:

- File in proper alphabetical/Dewey decimal order
- Learn and use the library's automation system, online products, CD-ROMS, and PC applications.
- Work independently and as part of a team.
- Communicate effectively orally, in writing, and by listening
- Follow through on assignments with accuracy.
- Use independent judgment.
- Be a self-starter.
- Keep patron confidentiality.
- Work a flexible schedule including evening and weekend hours.
- Establish and maintain effective working relationships with others.
- Demonstrated ability to communicate both orally and in writing.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

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Skill in:

- Operating general office equipment.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

Supervision Received

Reports to the City Librarian and takes direction from the Children's Librarian or Adult Circulation Staff.

Supervision Exercised

None

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

None Required

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, telephone, typewriter, calculator, copy machine, and fax machine, Bar-Code Reader, CD-ROM etc

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 99% Outside: 1%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

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The incumbent's working conditions are typically moderately quiet. The incumbent's working time may require weekend/evening hours. The incumbent must work in summer heat without air conditioning.

In the summer months with doors and windows open the noise level from the streets can become very loud. Since doors and windows are open, there is a daily accumulation of additional dust and dirt in the library. Also, during periods of heavy activity the noise level can be loud.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Frequently required
<u>LIFT over 50 lbs.:</u>	Not required
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<u>CARRY up to 10 lbs.:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Frequently required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Frequently required
<u>REACH at shoulder height:</u>	Frequently required
<u>REACH below shoulder height:</u>	Frequently required
<u>PUSH/PULL:</u>	Frequently required

OTHER PHYSICAL CONSIDERATIONS

<u>Twisting:</u>	Frequently required
<u>Bending:</u>	Frequently required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Frequently required
<u>Kneeling:</u>	Frequently required
<u>Crouching:</u>	Frequently required
<u>Climbing:</u>	Occasionally required
<u>Balancing:</u>	Occasionally required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Frequently required
<u>Fingering:</u>	Frequently required

DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

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Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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