



**EAST CLEVELAND PUBLIC LIBRARY**

**PAGE**

**JOB DESCRIPTION**

<b>Job Title:</b> Page	<b>FLSA Status:</b> Nonexempt
<b>Reports To:</b> Public Services Manager	<b>Grade:</b> 13 <b>PT Hourly</b>
<b>Department:</b> Public Services	<b>Last Revision:</b> 5/11/2017
<b>Approved By:</b> Board of Trustees	<b>Pay Range:</b> \$11.00

**GENERAL SUMMARY:**

Under direct supervision, the Page shelves and maintains Library materials, performs material searches, assists in light clerical tasks and assists with circulation desk duties.

**ESSENTIAL JOB RESPONSIBILITIES:**

- Organizes Library materials for shelving according to proper shelving practices in assigned department
- Transports Library materials from one location to another
- Shelves Library materials according to the proper filing order
- Reads shelves for correct placement of Library materials
- Cleans and straightens shelves and shifts Library materials
- Assists with minor mending and re-labeling of Library materials
- Removes badly damaged materials and routes for mending
- Clears tables of unused materials and re-shelves; clears return carts
- Empties book depositories and assists with preparation for shelving
- Processing of out book orders
- May assist in operation of audio-visual equipment
- Responds to directional and general reference questions, referring other questions to appropriate staff
- Assist patrons with carrying of books and other materials as needed
- Retrieves materials for the public, upon request
- Assist with circulation desk duties, as needed
- Answers the telephone and responds to inquiries for direct calls to the appropriate individuals

**QUALIFICATIONS:**

- High school education or equivalent
- Must demonstrate physical agility and strength to lift and shelve books, periodicals and non-book materials

**SKILLS:**

- Knowledge of Library practices and procedures not required, but preferred
- Familiarity with SIRSI or willingness to learn this standard library operating system
- Demonstrates excellent communication skills
- Proficient knowledge of the Dewey Decimal System

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- Answers the telephone and responds to inquiries for directs calls to the appropriate individuals
- Performs additional duties and assignments, as assigned
- Flexibility in scheduling with regards to lunch breaks and length of work day, including weekends
- Maintains and increases knowledge and skills through attendance at meetings, training seminars and in-service training sessions/workshops

**OTHER REQUIREMENTS:**

- Attends staff meetings
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Performs other duties as assigned
- Serves on temporary committees, as requested
- Ability to lift 50lbs

East Cleveland Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, East Cleveland Public Library expects that all relationships among persons and employees in the work environment will be professional and free of bias, prejudice, and harassment.

**I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgment will go into my personnel file.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date