

JOB TITLE: Library Page
PAY GRADE: 0 (Entry level \$11.10 per hour)
POSITION TYPE: Entry level
STATUS: Non-exempt, part time (10 hours per week)
REPORTS TO: Branch Manager
LOCATION: Glenwood Springs

POSITION OVERVIEW:

This is a part-time position with the Library District. An employee in this position shelves library materials using the Dewey Decimal System and other methods of shelf organization. Job involves reaching high and bending low to shelf materials.

ESSENTIAL FUNCTIONS/PREFERRED KNOWLEDGE, SKILL AND ABILITIES:

- Maintains library materials in proper order on shelves order both numerically and alphabetically
- Applies and understands the logical sequence of the Dewey Decimal System
- Lifts up to 30 pounds
- Pushes and/or pulls carts loaded with over 80 pounds of library materials
- Grasps book up to 10 pounds and place on shelf above the head, below the knees or anywhere in between
- Engages in bending, stooping, kneeling, sitting, walking, standing for long periods, twisting, climbing and any other necessary movements of shelving library materials
- Engages in repetitive hand movements
- Ability to sit at a desk for long periods of time
- Ability to work with computers as assigned
- Willingness to learn skills to develop knowledge of library operations, services, and procedures
- Comprehends and follows instructions from supervisor, whether transmitted verbally or in written form
- Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, and division)
- Engages in time management practices
- Supports and enforces all library policies and procedures
- Ability to work in an environment with florescent lighting
- Communicates in English with staff and patrons (write, read, comprehend and speak)
- Must be reliable, arrive at scheduled time and ready to work

EXAMPLES OF WORK PERFORMED:

- Shelves library materials and reads shelves
- Checks in library materials as directed
- Checks materials for condition and wear
- Performs light housekeeping duties
- Other duties as assigned

The duties listed are not meant to be all-inclusive, but are merely intended to be illustrative of the nature of the work to be performed by a person in this position.

ENVIRONMENTAL/WORKING CONDITIONS:

- Inside work environment
- Variable work hours; frequent evening and weekend hours

EQUIPMENT USED:

- Book trucks (carts) for transporting materials to proper areas for shelving, computers and most business/library machines and equipment necessary to perform tasks.

EDUCATION AND EXPERIENCE:

- In high school or have a high school diploma or GED
- Must be at least sixteen (16) years old
- Basic computer skills required
- General office experience preferred

All employees acknowledge and accept GCPLD's Code of Conduct, respect the State of Colorado's confidentiality laws, and support our mission. Garfield County Public Library District is an equal opportunity employer.