

The East Kingston Public Library
East Kingston, New Hampshire

Job Description
LIBRARY PAGE

Report to: Library Director

Date: March 16, 2010

Summary:

The Library Page shall perform various duties as assigned in the operation of the library including assisting with circulation duties, processing library materials and assisting staff and library patrons where needed.

Essential Job Functions:

Evaluation of this position will be based primarily upon performance of the following requirements and duties:

- Assist with the daily operation of the library.
- Perform semi-skilled duties requiring adherence to standards of accuracy, timeliness, tact and confidentiality.
- Some contact with the public
- Perform duties as assigned by the Library Director and other staff members.
- Communicate effectively (orally and in writing) and interact tactfully and courteously with staff and library users
- Check-in and shelve library materials in the proper order and location
- Operate a computer and maintain operating knowledge of the library automation system
- Strive to meet the objectives of the library as established by the Library Board of Trustees
- Maintain confidentiality of library users records

Other Duties and Responsibilities:

- Serve all library users at the circulation desk as needed
- Answer reference questions or refer library users to someone who is able to assist them
- Process library material under the direction of the library staff
- Keep work areas neat
- Assist with on-going book inventory
- Perform other related duties as required
- Observe work hours and demonstrate punctuality

Job Requirements:

Knowledge:

This position requires a basic knowledge of library practices.

Skills:

This position requires the following skills: filing, using computer equipment (including the online catalog system), and communication skills to effectively interact with children and adult library users.

Abilities:

This position requires the ability to: learn a variety of procedures; understand the role and the purpose of the library; establish good rapport with library users; maintain accuracy; work with interruptions; maintain confidentiality; maintain effective working relationship with fellow employees, supervisors and the public; communicate effectively orally and in writing; type; read written material; operate a computer; maintain operating knowledge of the library automation system; lift up to twenty five (25) pounds.

Education and Experience:

The above knowledge, skills, and abilities are usually acquired through a combination of education and/or experience equivalent to:

--high school student

--strong interest in books and reading

External and internal applicants, as well as incumbents who become disabled as defined under the American Disabilities Act, must be able to perform the essential job (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis