

Position Title: Library Page **Position #P305 16**
Dept/Branch: Various
Reports to: Community Librarian/ Asst Circulation Supervisor/ Department Supervisor
Position Supervises: N/A

I. Position Summary

Under the general direction of the Assistant Circulation Supervisor, Community Librarian, Department Supervisor performs basic and routine tasks in a branch library.

II. Accountabilities

1. Sorts, organizes and otherwise prepares library materials for shelving according to established library procedure.
2. Retrieves and shelves materials as required; shifts materials on shelves as needed; clears abandoned materials from public areas.
3. Assists with the preparation of routine displays of library materials. May be asked to help set up displays for seasonal events/holidays and the preparation of library spaces for public events and presentations. These duties are completed when time allows.
4. Performs shelf reading activities to ensure books are shelved properly, correcting errors as they are found, and keeps an accurate record of this activity.
6. Answers directional questions and refers informational questions to appropriate staff.
7. Tidies public area of library as required.
8. Pull lists.
9. Performs other duties and projects as assigned under specific supervision.

III. Working Conditions

Works in a branch library environment. May have contact with the public. May deal with interruptions from public. Handles book bins and loaded book trucks. Required to lift and push heavy objects.

IV. Job Specification

- a. **Education**
Full-time attendance at either a high school or post secondary educational institution.
- b. **Related Experience**
None required

c. **Other Requirements**

- Must qualify for a social insurance number.
- Ability to follow written and verbal instructions.
- Aptitude for detailed work.
- Demonstrated ability to accurately file numerically and alphabetically.
- Conscientious work habits.
- Punctual, reliable.
- Ability to communicate with courtesy, tact and interest with staff and all sectors of the public.
- Physically ability to handle book bins, boxes of books and loaded book trucks.
- This position requires a current Criminal Record Check.

Drafted by:

Carla Phillips, Director of Human Resources

Signature

Date

Approved by:

Stephanie Hall, Chief Executive Officer

Signature

Date

INPUT PROVIDED BY:

Name	Position	Location
Jinxz Pollard Flamand	Library Page	Kelowna
Kamila Jones	Library Page	Oliver
Ava Ready	Library Page	Vernon
Eli Garlick	Library Page	Vernon
Robert Marolla	Assistant Circulation Supervisor	Kelowna
Vicky White	Community Librarian II	Oliver
Nicole Cabrejos	Assistant Circulation Supervisor	Vernon