

Position Title: LIBRARY PAGE **Position #P305-22**
Dept/Branch: Various
Reports to: Community Librarian or Department Supervisor
Position Supervises: N/A

I. Position Summary

Under the general direction of the Community Librarian or 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.
5. Answers directional questions and refers informational questions to appropriate staff.
6. Tidies public area of library as required.
7. Pick list.
8. 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

1. Ability to follow written and verbal instructions.
2. Aptitude for detailed work.
3. Demonstrated ability to accurately file numerically and alphabetically.
4. Conscientious work habits.
5. Punctual, reliable.
6. Ability to communicate with courtesy and tact with staff and the public.
7. Physically ability to handle book bins, boxes of books and loaded book trucks.

Drafted by:

Leslie Brecht, Director of Human Resources

Date:

Approved by:

Don Nettleton, Chief Executive Officer

Date:
