



Job Description Page

Department: Youth Services
Job Title: **Page**
FLSA Status: Non-Exempt
Reports to: Youth Services Assistant Department Head
Supervises: n/a

JOB SUMMARY

Under close supervision, this position is responsible for shelving and retrieving materials, organizing misplaced materials, refreshing displays, and assisting other Library staff as directed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Ensures a positive customer experience in interactions with both patrons and staff.
- Accurately sorts and shelves Library materials.
- Provides directional information to Library patrons.
- Reads shelves for accuracy and re-shelves misplaced items.
- Shifts and straightens materials as necessary.
- Refills empty displays as directed.
- Performs routine support tasks as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.

POSITION REQUIREMENTS AND PREFERENCES

- Required: Must be at least 16 years of age.
- Required: The ability to obtain a work permit, if required.
- Required: Demonstrated ability to read and the ability to file, or learn to file alphabetically and numerically.
- Preferred: Prior experience working on a team.

To perform this job successfully, the job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.

PHYSICAL DEMANDS

Frequently: standing and walking for extended periods - up to 100% of the time; pushing and pulling a fully loaded book cart; crouching and bending; lifting objects less than 20 pounds; performing repetitive hand, arm, and body movements; reaching overhead.

Rarely: lifting items over 20 pounds, sitting for extended periods.