



Job Description
Page

Department: Circulation Services
Job Title: **Page**
FLSA Status: Non-Exempt (hourly)
Salary: Pay Grade 12 / 15 hours per week
Reports to: Circulation Services Assistant Department Head
Supervises: n/a

At the Hussey-Mayfield Memorial Public Library, our mission is service. We are a link to information as well as a vehicle for continued learning. With resources on our shelves and online, we strive to connect our community to new ideas and the information they seek. We develop services and resources to inspire curiosity, advance education, and cultivate a love of reading.

OVERVIEW:

Do you enjoy being a part of a community organization dedicated to helping others?

If so, The Hussey-Mayfield Memorial Public Library invites you to become a member of our team. As an institution, we have a long history of service in Zionsville. As staff, we're seeking to become an even greater resource in the future for community engagement.

JOB SUMMARY:

Primary responsibilities include: alphabetizing and numerically shelving materials in their proper location within a reasonable amount of time, as well as performing simple computer operations, clearing tables, re-positioning chairs, emptying the book drop, arranging materials in their proper order on carts, packing and unpacking materials in transit between libraries, and ensuring positive customer service experiences in interactions with both patrons and staff.

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.
- Processes incoming/outgoing transiting items.
- 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 as well as with the Dewey Decimal System.

BENEFITS

This is a non-benefitted position, paid hourly. A page may work day, evening, and/or weekend shifts. The Library proudly promotes from within as part of our commitment to employee development. We also are an *Equal Opportunity Employer*.

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.

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