



JOB DESCRIPTION

POSITION TITLE: Part-Time Library Page
DEPARTMENT: Upper Dublin Public Library
REPORTS TO: Circulation Manager

EEO JOB CATEGORY:

DATE JOB DESCRIPTION COMPLETED: February 2019

REPLACES JOB DESCRIPTION DATED: April 2003

PURPOSE OF THIS POSITION: The incumbent in this position shelves, files and maintains library collections, assists with monitoring the library building, as well as assisting with other library operations.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties might be required.

- Sorts and shelves library materials. Arrange materials on book carts and transports materials to the collection.
- Straightens shelves, finds requested items, and places materials in proper order on shelves.
- Neatens and cleans toys and other library equipment and furniture.
- Notifies the public of library closing, checks bathrooms, and otherwise monitors the library building.
- Assists with library program set-up and break-down as needed.
- Assists with other library operations as needed
- Answers questions from members of the public, refers other questions to appropriate members of library staff, and provides excellent customer service.
- Participates in library trainings, meetings, and committees.

NECESSARY OCCUPATIONAL TRAITS:

Knowledge: Some knowledge of public library services and operations. Knowledge of customer service techniques. Knowledge of basic technology.

Skills: Accuracy and attention to detail. Excellent customer service skills. Effectively communicate in person, in writing, and on the telephone with a diverse population. Basic computer, technology, and Internet usage skills.

Abilities: Ability to work steadily. Ability to work with others. Ability to exercise good judgment, courtesy and tact when dealing with the public. Ability to reach top and bottom shelves and read call number labels, which may require reaching and kneeling. Ability to move fully loaded book carts around the library. Requires stamina and physical capability to move efficiently around circulation desk and shelving areas. Ability to repeatedly lift, carry and shelve books.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Minimum of two years of high school completed; high school degree preferred.
- Any equivalent of experience and training that provides the required knowledge, skills and abilities.

SPECIAL QUALIFICATIONS REQUIRED (Licenses, Certifications, Registrations):

Department Director Signature: _____ Date: _____

PHYSICAL DEMANDS OF JOB

JOB TITLE:

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8 hour workday, this job requires the physical ability to: (Place an "6" for maximum capability for each activity.)

TOTAL AT ONE TIME:

A)	Sit	1	X	3	4	5	6	7	8	HOURS
B)	Stand	1	2	X	4	5	6	7	8	HOURS
C)	Walk	1	2	X	4	5	6	7	8	HOURS

TOTAL DURING AN ENTIRE 8 HOUR WORK DAY:

A)	Sit	1	2	3	4	X	6	7	8	HOURS
B)	Stand	1	2	3	4	X	6	7	8	HOURS
C)	Walk	1	2	3	4	X	6	7	8	HOURS

2. Job requires the physical ability to LIFT:

		NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B)	11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C)	21-30 Pounds	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
D)	31-40 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E)	41-50 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F)	51-100 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to CARRY:

A)	Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B)	11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C)	21-30 Pounds	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
D)	31-40 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E)	41-50 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F)	51-100 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Job requires the physical ability to use HANDS for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	X	-	X
B) Left	X		X

4. Job requires the physical ability to use FEET for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
-	-	-

5. Job require the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Reaching	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B) Bending	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C) Squatting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
D) Crawling	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
E) Climbing	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
F) Driving a vehicle	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G) Unprotected heights	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H) Being around moving machinery	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I) Exposure to marked changes in temperature and humidity	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
J) Exposure to dust, fumes, gas	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>