



PAGE (CASUAL)

Position Purpose:

The primary purpose of the Page position is to assist in keeping the library collections and materials clean and organized. The work requires an understanding how the library operates.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

Shelving books and other materials, reading the shelves and organizing materials into their proper sequence.

Answers in-person inquiries, helps customers locate needed materials and refers customers to other appropriate assistance.

Other similar duties as assigned.

Supervision:

Supervision Scope: Performs a variety of routine library functions in accordance with prescribed procedures which require constant attention to detail and accuracy.

Supervision Received: Work is performed under the general direction of a department head or the Circulation Supervisor.

Job Environment:

Work is performed under typical library conditions; noise level is moderate at times; evening and weekend hours may be part of the work schedule.

Operates computers, printers and all other standard office and library equipment.

Has frequent contact with library patrons and other library personnel.

Education:

High school education, in progress accepted; any equivalent combination of education and experience. Customer service experience, previous library experience, and higher education levels achieved are a plus.

Knowledge:

Working knowledge of library principles and procedures. Knowledge of books, authors and titles. The ideal candidate must demonstrate the ability to communicate effectively orally and in writing.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate physical effort required in performing functions under typical library conditions. Walking, reaching, crouching, climbing, and similar activities required daily. Ability to use a keyboard, desktop computer, and other technology required. Incumbent is required to lift and shelve books, move boxes of books, and push book carts, all of which may weigh up to or exceed 30 pounds.

Hours and Schedule:

Hours: This is a casual position with no set schedule.

Union:

This is not a union position.

Hourly Rate:

\$12.00/hr.

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