

Drake Community Library, City of Grinnell, Iowa

Page Job Description

Job Summary: Reporting to the Assistant Director, the Page efficiently and accurately shelves materials in all library collections and assists in other support tasks as assigned.

Education and Experience Requirements:

1. Must be at least 14 years of age
2. Must be 16 years of age if working past 7 p.m. during school year
3. Good communication and customer service skills
4. Accurate and efficient work habits
5. Basic computer knowledge and experience
6. Ability to work independently

Salary Range: \$7.35 per hour, part-time position

Essential Functions of the Position:

1. Performs alphanumeric sorting and filing tasks
2. Assists with customer service as needed from circulation desk(s)
3. Empties book drop
4. Performs check-in and check-out procedures when necessary
5. Arranges checked-in materials in preparation area and shelves them in correct order in various library collections
6. Shelf-reads and straightens materials in collections
7. Performs physical processing of library materials for circulation requiring use of lamination and sealing equipment
8. Refers reference and other non-directional questions to appropriate staff members
9. Assists with library programs and displays
10. Performs other work as assigned

Physical Requirements:

In keeping with Drake Community Library’s philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American’s with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential duties of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

Physical Activity Requirements:	Occasional	Frequent	Constant	N/A
Sitting	X			
Standing		X		
Walking	X			
Climbing stairs	X			
Bending		X		
Kneeling				
Crouching	X	X		
Grasping		X		
Repetitive Motion (keyboarding)	X			
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 3-5 hours/day at CRT screen, keyboard, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances.				
Environmental Demands: Not applicable				