

# Monroe County Library System

**TITLE:** LIBRARY PAGE/ELLIS LIBRARY & REFERENCE CENTER

**SUPERVISOR:** Supervising Librarian

**NATURE OF WORK:** Shelving of books and other library materials. Circulation desk assistance.

**DUTIES:** Accurately shelve books, magazines, newspapers, and video materials. Maintain shelves: shelf reading, shifting and straightening materials. Empty drop box. Keep stacks and reading area neat and clean. Provide assistance in other departments and areas of the library system when assigned. While this position is currently assigned at the above location, MCLS reserves the right to require all employees to be available for assignments at any MCLS location.

**ADDITIONAL DUTIES:** Circulation desk work, including checking materials in and out, placing reserves, and accepting fines using automated computer system. General patron assistance. Cover the branch during branch librarian's lunch hour and storytime. Mail and delivery check-in. Basic book mending.

**QUALIFICATIONS:** Minimum two years of high school completed or graduate of high school. Demonstrated ability to alphabetize accurately and sort accurately in decimal order. General computer and keyboarding skills. Ability to operate in an online, networked and hands-on environment.

**PHYSICAL REQUIREMENTS:** Ability for prolonged sitting, with frequent standing, walking, bending and squatting; reaching and overhead lifting of books from high shelving. Requires the ability to lift ten to fifteen pounds frequently and thirty pounds occasionally. Requires the ability to occasionally push and/or pull heavy rolling carts.

**DESIRABLE ATTRIBUTES:** Able to take directions willingly and follow directions accurately. Able to learn general library procedures. Friendly and pleasant with library patrons and staff. Enthusiasm and energy. Experience working or volunteering in a library desirable.

**HOURS:** Up to 10 hours per week. Hours are assigned by supervisor and may include evenings and weekends.

**GRADE:** Page I - \$12.00 per hour

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