

## SENIOR LIBRARY PAGE

DISTINGUISHING FEATURES OF THE CLASS: This is a higher level class of position which is responsible for performing the more intricate clerical type tasks, as they pertain to shelving of books, etc. This work requires prior knowledge of library procedures. Work is performed under general supervision of the Library Director. Direct supervision is exercised over the work of subordinate Pages. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists patrons in locating desired books;  
Checks shelves for proper organization;  
Returns material to correct library location;  
Rearranges books when overcrowding occurs;  
Makes sure tables are kept clear and in order;  
Performs routine book processing duties;  
Checks shelves for missing books and/or other materials;  
Gives directional information;  
Transports used and out-dated magazines and books;  
Performs more complex library tasks;  
Operates library equipment;  
Assists in inventories;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Ability to understand and carry out written and oral directions; accuracy; mental alertness; tact; willingness to follow a prescribed routine; ability to get along well with others.

MINIMUM QUALIFICATIONS:

Qualifications are determined by the Library Director.