

LIBRARY PAGE

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class work under continual supervision primarily in the shelving of books, clearing of tables and performing minor clerical tasks. This work requires no prior knowledge of library work as employees are trained on the job. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists patrons in locating desired books;
Is responsible for shelf reading and straightening of shelves;
Returns material to correct library location;
Rearranges books when overcrowding occurs;
Clears tables and keeps library room in order;
Performs routine book processing duties;
Checks shelves for missing books and/or other materials;
Gives directional information;
Assists with various programs;
Transports used and out-dated magazines and books;
Runs errands;
Performs clerical 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.