

## TOWN OF BERLIN

### JOB DESCRIPTION - **LIBRARY PAGE**

Typical work activities:

Empty Book Drop.

Sorts, shelves, relocates, and searches for library materials

Reads shelves for accuracy of order, re-shelving materials as needed

Straightens library shelves daily or weekly as needed

Provides simple directional information to patrons

Performs simple circulation desk duties

Other duties as assigned by supervisor

Full performance knowledge, skills abilities, and personal characteristics:

Ability to understand and carry out simple oral and written directions;

Courtesy, good judgment, accuracy, and orderliness;

Ability to sort material in alphabetic or numeric order;

Ability to lift objects, supplies, and files.

Minimum qualifications: None

Personnel/BOS approved 3/27/2017