

LIBRARY PAGE BERLIN, MA

FLSA: Non-Exempt

Position Purpose:

The primary function of this position is to perform various basic tasks related to the lending and returning of library materials to the public; maintaining organized bookshelves; and performing all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Empty the Book Drop.
- Process new materials and prepare them to be shelved.
- Sort, shelve, relocate, and search for library materials.
- Read shelves for accuracy of order, re-shelving materials as needed.
- Straighten library shelves daily or weekly as needed.
- Maintain an organized and clean library appearance.
- Assist with the closing and opening of the library including putting out/bringing in flags and the locking and unlocking of doors.
- Performs similar or related work as required, directed, or as the situation dictates.

Recommended Minimum Qualifications:

Education, Training, and Experience:

Completion of Elementary School; no previous experience needed.

Knowledge, Ability, and Skill:

Knowledge: Working knowledge of Library principles and practices. Knowledge of applicable library computer applications.

Ability: Ability to work independently and with a team. Ability to communicate effectively and carry out simple oral and written directions. Ability to operate standard office equipment.

Skill: Basic computer skills; interpersonal and problem-solving skills; public relations skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, communicate, or hear; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard at an efficient speed.

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Supervision:

Supervision Scope: Performs routine tasks that involve the exercise of independent judgment. *Supervision Received:* Works under the direction of the Library Director.

Supervision Given: Does not provide supervision.

Job Environment:

- Work is performed under typical office and library conditions. The work environment is relatively quiet. Incumbents may be required to attend evening meetings or trainings.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.
- Makes frequent contact with the general public.
- Does not have access to confidential information.
- Errors could result in failure to receive funds due.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Personnel Committee approved 9-27-2023