

MERIDIAN LIBRARY DISTRICT

Library Page



Position Summary

The Library Page checks in, shelves, and maintains proper shelf order of library materials, and may operate and maintain an automated sorter machine (sorter). This position also performs a variety of simple clerical tasks and related work.

The majority of work hours are spent placing library materials in order, shelving, and checking in materials.

Duties and Responsibilities

Essential

Circulation, Sorting, and Shelving

The Library Page sorts and shelves materials, checks shelves for proper shelf order, and shifts materials as needed to avoid overcrowding of shelves. The Library Page empties bookdrops, assesses materials for damage, and checks in remaining items. Maintains library's shelf appearances to make it welcoming, vibrant, and inviting for patrons. Supports the maintenance of library displays. Operates and performs routine maintenance on the sorter, when assigned by their supervisor.

Customer Service

The Library Page may assist patrons in locating library materials. Answers routine directional questions, referring questions to appropriate staff members as needed. Arrives at work location on time, ready to work.

Records and Reports

Maintains good attendance and timekeeping records.

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Assists with opening and closing procedures.

May assist with on-site collection promotion and other collection maintenance tasks.

Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities

Demonstrates a commitment to diversity, equity and inclusion.

Provides exemplary customer service and maintains a favorable public image of the library. The Library Page has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds and generations. Builds and maintains positive working relationships with individuals at all levels of the organization. Must be able to work independently.

Proficient with standard office software (including Microsoft Office and Google Workspace) and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Experience: None

Education: Current enrollment in, or completion of, high school or GED program.

Training, Licenses, or Certifications: None

Supervisory Responsibility: None

Preferred Qualifications:

Bilingual, preferably Spanish-English or Russian-English.

One (1) year of work experience in a library, education, retail or customer-service related position or similar experience.

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Desired personal attributes include a positive approach to interacting with the public and a sense of humor.

Working Conditions

Physical Requirements: The job requires the Library Page to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; constantly stoop/bend and walk; frequently sit, kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to read, write, and perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used computer applications, library systems and databases, email, and cloud environments. The job requires the employee to operate and troubleshoot general office equipment, sorting equipment, and book carts.

Work Environment: The job requires the employee to be subjected to repetition, working alone, and working around others. The job subjects the employee to verbal contact with others, face-to-face contact, inside environments, mechanical equipment, and moving objects. Position schedule and work location are subject to change at the discretion of management to support operational needs.

Expected Hours of Work: The job requires employees to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

Expected travel: This job may require limited local travel between library locations.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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