



An Equal Opportunity Employer

POSITION AVAILABLE: LIBRARY PAGE

Job Title:	Library Page	Pay Type:	Hourly
Status:	Part-time	Pay Rate:	\$9.60 per hour
Hours per week:	19 or as needed based on business need	Benefit Eligibility:	Not Eligible for Benefits

Position Close Date: January 20, 2019

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The Library Page shelves and maintains proper order of books, magazines and other materials. This position also performs a variety of simple clerical tasks and related work.

Duties and Responsibilities

Essential

Sorts and shelves materials according to the Dewey Decimal System. Checks shelves for proper order of materials. May shift collections as needed.

Operates sorting machine and performs routine maintenance on machine. Empties book drop, puts appropriate materials through the sorter. Checks in the remaining items and performs holds procedures. Assesses materials for damage and completeness; routes as appropriate.

Assists patrons in locating library materials and searches library for specific material. Answers routine directional questions, referring to appropriate staff members as needed.

Maintains physical appearance of library to make it welcoming, vibrant, and inviting for patrons.

Marginal

Assists with programs, including set-up and takedown, as requested. Assists with opening and closing procedures. May transport library materials between areas and locations.

Performs other duties as assigned.

Working Conditions

Physical Requirements: The job requires the employee to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; seldom 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, 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 Microsoft applications, library systems and databases, email and cloud environments, and may use social media. The job requires the employee to operate and occasionally troubleshoot general office equipment, sorting equipment, and book carts. This position may require operation of a vehicle on behalf of the District.

Work Environment: The job requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, inside environments, mechanical equipment, and moving objects.

Expected Hours of Work: The job requires employee 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: None

Minimum Qualifications

Knowledge, Skills, and Abilities: Proficient with standard Microsoft applications (including Office applications), online library automation system 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.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent 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, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: None

Education: Current enrollment in high school or GED program

Training, Licenses, or Certifications: None

Supervisory Responsibility: None

Preferred Qualifications: A High School diploma or G.E.D. and 1 year of work experience in a library, event-planning, education, retail or customer-service related position or similar experience.

***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.