

Lapeer District Library

Job Description

Job Title: Library Page

Summary: Under supervision of Department Heads and Library Assistants at the branches, performs a variety of basic clerical and task operations of the library including shelving of materials, reading shelves and special projects.

Duties and Responsibilities including the following. Other duties may be assigned.

1. Shelf books, magazines and other materials in proper order.
2. Read shelves on a regular basis to maintain proper order.
3. Remove any damaged materials from the collection and present to the appropriate department head.
4. Inform the appropriate department head when a section of materials is overcrowded and items cannot be shelved.
5. Dust and clean shelves, books and other materials as needed
6. Provide directional assistance to patrons and refer patrons to other appropriate assistance when needed.
7. Ensure the buildings and grounds are clean and orderly.
8. Keep the yard sign up to date.
9. Empty the drop box as requested by circulation staff.
10. Adhere to library policies and procedures.
11. Special projects assigned by supervisor.
12. Performs other related duties as assigned.

Work Styles

- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Integrity** — Job requires being honest and ethical.

- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Social Skills

- **Service Orientation** — Actively looking for ways to help people.
- **Speaking** — Talking to others to convey information effectively.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

System Skills

- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- Managing one's own time and the time of others.
- Determining how money will be spent to get the work done, and accounting for these expenditures.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Computer Skills

- **Internet** – Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

Abilities

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Work Activities

- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Processing Information** — Compiling, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things

Physical Requirements/Working Conditions

This job requires the ability to perform the essential functions contained in this description. These include but are not limited to, the following requirements and working conditions. Reasonable accommodations may be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Stooping, bending and kneeling to pack books and materials
- Prolonged periods of standing
- Ability to lift, carry and transport books as needed
- Ability to enter and access information in a terminal
- Ability to access all areas of the library
- Exposure to books and other materials with molds, mildews and dust
- Work hours may be varied, including evening and weekend hours

Education/Experience:

High School or Equivalent for minimum working age