

POSITION DESCRIPTION

Position Title:

Library Page

Reports To:

Branch Supervisor

Supervisory Responsibilities:

No supervisory responsibilities

Location of Work:

Reports to an assigned branch of the Lafourche Parish Public Library. May travel to library branches throughout the parish as needed or assigned.

Hours of Work:

Part-time, 0–40 hours per week. Position is non-exempt, thus incumbent is subject to overtime/comp time provisions. Work schedule may include evening and weekend assignments.

Position Purpose:

Assists library staff in performing routine library tasks.

Essential Functions:

1. Performs a variety of routine library tasks, such as sorting and shelving books and other library materials, charging and discharging books and other library materials, inputting registrations, checking registrations, and performing other duties that are necessary for the smooth operation of the branch.
2. Reads shelves and places books and library materials in proper order.
3. Shelves and ensures proper order of periodicals.
4. Packs and unpacks boxes of books and library materials for shipment to and from other branches.
5. Clears tables and chairs of books and magazines and tidies branch.
6. Retrieves requested books for patrons or other branches.
7. Checks and empties book drop.

8. Performs routine clerical work, such as typing, filing, answering the telephone, copying, and sending and receiving faxes.
9. Assists other branch personnel with routine tasks at circulation desk.
10. Performs routine book mending.

Secondary Duties:

1. Performs courier duties and runs errands for the branch as requested or assigned.
2. Provides support and assistance for library programs as requested or assigned.
3. Assists patrons in locating library materials, and refers more complex requests to other appropriate library personnel.
4. Assists patrons with copying, faxing, registration, and in Internet use.
5. Participates in professional development and continuing education programs, such as attending branch, parish, regional, or state meetings or workshops, conferences, and seminars in order to learn new procedures and to remain current in library trends and developments.
6. Participates in cross-training to ensure uninterrupted effective administration of the library.
7. Performs other duties as requested or assigned.

Physical Requirements:

Physical agility to sit, stand, bend, stoop, climb, reach and lift objects weighing up to 50 pounds. Visual acuity to see and read computer screen, shelf labels, book and magazine covers, etc. Ability to sit and work at computer, and manual dexterity to use computer keyboard.

Minimum Requirements:

A minimum of a tenth grade education is required. Ability to read, alphabetize, and place items in numerical order. Good oral and written communication skills, as well as ability to understand and follow oral and written instructions. Some familiarity with computer applications preferred.