

## **Graham Public Library Job Description** **Village of Union Grove, WI**

**Position** Library Page

**Hours per week** 6 – 10 (late afternoons/evenings and every other Saturday)

**Supervisors** Library Director and Circulation Staff

**General Description** Sorting and shelving materials and performing other tasks as assigned. The duties for this position include, but are not limited to, the following:

- emptying book drop
- sorting and shelving all library materials
- shelf reading to maintain an organized collection
- checking materials in and out
- assisting patrons with photocopier, scanner, computer, and fax
- courteously answering the telephone
- reserving materials for patrons
- registering patrons
- assisting patrons with general questions
- checking in and preparing periodicals
- filling stations with pencils, paper, etc
- performing light housekeeping, shoveling snow, and watering plants
- closing library procedures
- participating in training sessions
- performing other work as assigned

### **Physical Skills Required**

- ability to push and pull a fully loaded book truck
- ability to lift 30 pounds without assistance
- ability to bend, stoop, stretch, reach, and kneel
- ability to sit, stand, or walk for extended periods of time
- ability to use fingers and hand-eye coordination

### **Other Requirements**

- ability to file library materials alphabetically and numerically
- ability to communicate verbally and in writing in English
- ability to follow verbal and written instructions in English
- ability to work without direct supervision
- be available to work evenings and weekends
- be willing to work with others and cooperate with staff and patrons
- be willing to carry out additional duties not already listed above