

Reddick Public Library District

JOB DESCRIPTION

TITLE: Page

SALARY REVIEW: Annually

CLASSIFICATION: Part-time, Non-Exempt

REPORTS TO: Technical Services Coordinator

Duties:

- Sorts and moves book carts throughout the library to shelve materials.
- Shifts books as necessary.
- Reads and organizes shelves as assigned.
- Answers directional questions and refers other patron questions to appropriate staff.
- Retrieves materials from outside book drop.
- Follows assigned cleaning schedule.
- Follows opening and closing procedures.
- Performs other duties as assigned to ensure quality service to patrons and efficient library operations.

Qualifications:

- Must be 18 years of age or older with minimum high school diploma or equivalent.
- Must be able to work afternoons, evenings, and weekends as scheduled.
- Ability to file accurately; both numerically and alphabetically.
- Demonstrated ability to perform essential job functions.
- Ability to follow oral and written instructions.
- Demonstrated ability to communicate well in English, both orally and in writing, required.
- Must have a strong attention to detail and be able to independently complete duties.
- Ability to stand, kneel, squat, and bend for prolonged periods.
- Ability lift and carry up to 40 pounds and push/pull carts in excess of 75 pounds.
- Ability to read fine print.
- Ability to relate to co-workers and the public in a positive and responsive manner.