

Job Title: Page

Description Type:

New

1/30/2018

Revised

Department: Circulation

Pay Grade: 1

FLSA Status: Non-Exempt

**Reporting Relationship:**

Reports to (Title): Head of Circulation Services

List of direct reports (by Title):  Applicable  Not Applicable

**Position Summary:**

The Page, under the supervision of the Head of Circulation Services, shelves and straightens all library materials, as well as checks for condition and security upon return.

**Essential Job Duties and Responsibilities**

- Shelf all books and audiovisual materials
- Process and shelf newspapers
- Check condition of materials upon return
- Reactivate security upon return and put items in order before shelving
- Retrieve hold items
- Read, straighten, shift and dust shelves
- Help with opening and closing procedures
- Other duties as assigned

**Qualifications:**

- 16 years of age or older
- Ability to read, alphabetize and put material away in alphanumeric order

**Working Conditions/Physical Requirements:**

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb frequently
- Talk and hear
- See close, far and have the ability to adjust focus
- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 25 pounds and push/pull 150 pound carts