

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: LIBRARY PAGE

General Function:

Provides assistance to staff by shelving, providing technical support and assisting at the circulation desk.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform.)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Works in the stacks shelving books, magazines and audio/visual items.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education/Training:

- i) Familiarity with Dewey Decimal classification system. Basic English skills, good telephone answering skills and some familiarity with computers, is desirable. Public relations skills desirable.

2) Supervision:

Received: Works under supervision of the Library Operations Supervisor who assigns work detail and reviews work according to established procedures.

Exercised: Supervision of other employees is not a normal responsibility of this position.

3) Communication:

Must be able to communicate effectively with the general public.

4) Cognitive Functions:

Some library experience desirable. Ability to learn library procedures and techniques. Ability to understand oral and written instructions. Some computer terminal experience desirable.

5) Working Conditions:

Working on evenings and weekends, required.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.