

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: LIBRARY PAGE – Part Time Less than 20 Hours

Department: Library	FLSA Status: Non-Ex
Employee Group: Non-Represented	Salary Grade:
FTE Status: Part Time- Less than 20 Hours	Date: January 2019

General Function:

Provides assistance to staff by shelving, and assisting with circulation procedures.

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:

Familiarity with Dewey Decimal classification system. Basic English skills, and computer knowledge, is required. Customer service skills desirable.

2) Supervision:

Received: Regular supervision from Circulation Supervisor or a Library Manager.

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 experience desirable.

5) Working Conditions:

Work is in a Library environment. Work is generally performed at the West Linn Library. Some travel throughout community for events, outreach and meetings. The work is performed during regular library hours, which include weekends and evenings. Regular lifting of book boxes is required. The position involves intermittent sitting, standing and walking, bending, stooping, and reaching.

Position is part time, less than 20 hours per week. The schedule is not regular and will fluctuate depending on the Library's needs.

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.

Employee Signature

Date

