

## **Irondale Public Library**

### **Library Page (Part-Time)**

#### **JOB SUMMARY**

Under supervision of the Director, Associate Director, and other full-time staff members, performs various duties including shelving books and other materials and maintaining shelved materials in proper order. Assists patrons with circulation/membership functions and directs patrons to materials. Assists patrons with basic functions of computers. Assists patrons and staff with other services and programs.

#### **DUTIES AND RESPONSIBILITIES**

- Sorts and shelves materials with accuracy and reasonable speed.
- Reads shelves to ensure materials have been properly shelved.
- Greets and assists library patrons with a welcoming demeanor.
- Effectively performs all circulation functions including checking items in and out, locating items and placing holds, updating patron records, and creating cards for new library patrons.
- Shifts materials as needed to avoid overcrowding of shelves.
- Empties book return and assesses materials for damage.
- Helps patrons use library technology and access the library's resources.
- Collects and processes money for late fines and other charges.
- Answers phones in a courteous and professional manner.
- Answers basic questions and refers more complex questions to appropriate staff as needed.
- Assists with opening and closing the building.
- Assists with other library projects/programs as needed.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to alphabetize
- Ability to learn and shelve by Dewey Decimal System
- Ability to give attention to detail and ask questions when unsure
- Ability to learn and follow library rules and procedures
- Proficiency in business English, spelling, and math
- Effective oral and written communication skills with patrons and library staff
- Knowledge of personal computers and software such as Microsoft Office
- Able to read and understand information from computer monitors and shelves

- Ability to maintain effective working relationships with colleagues and patrons
- Ability to understand and follow oral and written directions
- Ability to exercise judgment/discretion when dealing with public/staff
- Ability to sit, reach, bend, stoop, stand for long periods
- Ability to push, pull, and maneuver book trucks with 50 pounds of weight
- Ability to lift up to 30 pounds
- Ability to stoop, twist, turn and move materials from place to place.
- Ability to see clearly for shelving and computer work
- Available to work evenings and Saturdays as schedule requires

### **EDUCATION AND EXPERIENCE**

- High school diploma, GED, or equivalent
- Some work experience serving the public

### **HOURS, SALARY, AND BENEFITS**

17 to 19 hours per week; one night per week until 7 pm; Saturdays biweekly. Employee may be required to adapt to future schedule changes. Pay: \$15.06 per hour.

City of Irondale/Library is an Equal Opportunity Employer  
City of Irondale/Library is a Smoke-Free and Drug-Free Workplace