

**Student Page:**

- a. Definition: Performs routine library works in all phases of the library operation, as assigned by supervisors. Usually works 8 hours per week.
- b. Supervision Received: Works under the direct supervision of the Library Director and Youth Service's Librarian (when they are not present, the page is responsible to staff member on duty).
- c. Examples of Principal Duties:
  1. Shelves books.
  2. Assist in the children's department as directed (involves doing craft activities, bulletin board displays, etc.)
  3. Straightens shelves.
  4. Circulation desk duties, including checking books in and out and renewals.
  5. Developing a working knowledge of the holdings of the library so is able to assist patrons with reference questions.
  6. Work with the various software and programs as directed and trained by the staff.
- d. Qualifications:
  1. Age Requirement: High-School student at least 15 years of age.
  2. Knowledge of:
    - a. Some computer knowledge required.
    - b. Knowledge of the Dewey Decimal System.
  3. Ability to:
    - a. Follow directions as instructed.
    - b. Deal tactfully and courteously with library patrons.
    - c. Relate well with children.
- e. Essential Criteria:
  1. Ability to frequently reach above the head, stoop to the floor, lift up to 30 lbs, drag, climb and bend to perform a variety of tasks in processing and maintaining a collection, preparing for activities and performing general library duties.
  2. Ability to spend significant amounts of time using the telephone, and computer.
  3. Knows and follows library and City policies and procedures.
  4. Knows and follows safety procedures, pointing out problems and keeping equipment in satisfactory condition.
  5. Keeps skills current and growing: attends required trainings, actively seeks opportunities to learn, exhibits energy and enthusiasm for libraries and service.
  6. Works well with others, including patrons, volunteers, and fellow staff.
  7. Understands that change and evolving library procedures and duties are constants in library work.
  8. Understands patron privacy and advocates for intellectual freedom and freedom of access issues.

9. Is a good office citizen: fills out timecards at the beginning and end of each work period, and submits the timecards bi-weekly (to meet City payroll schedule), keeps work and break areas clean, responds to emails and requests promptly, and has a positive attitude.

10. Punctuality and regular attendance are essential functions of each employee's job with the City.

11. Works assigned schedule, and notifies the Library Director of any changes.

12. Notifies the Library Director of upcoming vacation requests, in advance, (so schedule changes may be accomplished).

13. Notifies the Director of sick and emergency leave as soon as possible (so schedule changes may be accomplished).

14. Expects to be photographed for publication in newsletters, Facebook, the library's webpage, etc.

f. Working Conditions:

Factors that make the job more difficult include: stress derived from dealing with the public; working under deadlines; working nights and weekends; continued and on-going research and training to keep current on resources and information; eye and back strain from prolonged working at a desk and computer terminal or lifting heavy objects.