

<p><i>Code: 1110</i> <i>Title: LIBRARY PAGE</i></p>

SUMMARY: Shelves and files library materials in alphabetical, numerical or alphanumerical order. Reshelves misplaced books and performs other related tasks.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Sorts, shelves and files various library materials accurately according to library classification systems, e.g., alphabetic, numeric and alphanumeric;

Answers telephones, refers calls and takes messages for staff;

Provides directional assistance/information to customers;

Maintains accuracy of library materials on shelves;

Monitors shelves for accuracy and re-shelves misplaced items;

Packs and unpacks boxes of books and other library materials;

Sorts and distributes mail;

Locates and retrieves library materials from public and non-public areas for library staff or library users;

Checks in library materials using the computerized library system;

Performs word processing, coding, classifying and entering into computer system and verifying key entries;

Inspects and cleans materials and bookshelves;

Maintains appearance of work and public areas;

Performs basic troubleshooting and maintenance on equipment such as public access computers, printers and copiers;

Assists patrons loading and unloading donated books;

Performs routine support tasks;

May assist in back room check-in of library materials and processing of reserves;

May provide training for new staff and volunteers.

COMPUTER LAB MONITOR DUTIES/RESPONSIBILITIES:

Assists patrons in computer lab with accessing/closing/switching/changing web pages, research needs by screening need and matching patron with a reference specialist;

Assists customers in signing up or schedules for computer access;

Performs basic computer operation instruction for customers including using the mouse, downloading data/information, saving and printing files;

Assists customers with accessing the Internet and email accounts;

Answers general questions about computer software, e.g., Word and Excel, usage such as loading and opening a file, changing font, and formatting.

KNOWLEDGE & SKILLS:

Knowledge of:

- filing and sorting in alphabetical, numerical and alphanumerical order;
- basic computer skills;
- Pima County Library computer system;
- data entry and verification procedures;
- office practices and procedures.

Skill in:

- sorting and filing alphabetically, numerically and alphanumerically;
- operating a variety of office equipment, including computer terminals, personal computers, facsimile machines, photocopiers and calculators;
- understanding and following verbal and written instructions in the English language;
- coding, classifying and entering data into computers and verifying key entries.

MINIMUM QUALIFICATIONS:

Any combination of skills, education or experience which demonstrate an ability to perform the duties and responsibilities identified on the classification. Other specific requirements may be identified by the appointing authority at the time of recruitment.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: All positions require the ability to lift and move objects weighing in excess of 50 pounds long distances and remain in a standing, walking and bending positions for extended periods of time while performing a variety of tasks. All positions require the ability to push wheeled book carts weighing up to 200 pounds. Any additional physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.