

GENERAL DESCRIPTION: Under the direction of the Head of Operations, the Page supports the Crown Point Community Library’s mission of being a community center for life-long discovery by providing excellent customer service. Maintain the collections of the Crown Point Community Library in proper order for easy access by patrons and staff.

ESSENTIAL FUNCTIONS OF THE JOB The following is not a comprehensive list but a representative summary of the primary duties and responsibilities.

- Cooperate as a team member with the library staff in performing any duty essential to the achievement of efficient library operations and excellent customer service.
- Shelve materials accurately in the collections.
- Straighten the collection as necessary and check the correct placement of materials by “reading” the collection as assigned.
- Answer simple directional questions with knowledge of location of library collections.
- Assist with referral questions and direct patrons.
- Straighten tables, seating areas and other sections of the library by removing books and other materials and returning them to the circulation desk.
- Assist with other projects or activities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to shelve materials in proper order according to alphabetical or numerical order.
- Ability to communicate effectively and positively.
- Ability to demonstrate excellent customer service to the public and coworkers.
- Ability to work harmoniously and effectively with other library staff.
- Ability and willingness to assist with special projects.
- Ability to follow directions accurately.
- Ability to learn organization systems of library collections.

PHYSICAL DEMANDS: The physical demands described here are representative of the essential functions of the job. To the extent required by law, reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

- The employee is routinely required to stand, walk, climb, kneel or crouch.
- The employee must be able to lift or move up to 25 pounds.
- The employee will routinely push carts of books and other materials.
- The employee will routinely use the computer for tasks and customer service actions.

QUALIFICATIONS

- Minimum age of 16 years old
- Demonstrated attention to detail and use of organizational skills
- Ability to interact positively and effectively with the public and staff

Grade: 1A , \$11.44/hour
12 hours per week