



Kennebunk Free Library
Library Page Job Description
July 2017

POSITION DEFINITION

The Library Page supports the Library in meeting the educational and recreational needs of the community by promoting the use of library resources for literacy and life long learning. He/she shelves library materials quickly and in the right place, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

ESSENTIAL JOB FUNCTIONS

The Library Page is responsible for sorting, organizing, and shelving materials in all sections of the Library including the Children's, Teen, Adult, Periodical, and Reference collections. The Library Page must be friendly, outgoing, and responsive to the needs of patrons and staff.

Primary Duties:

- Work independently to shelve materials, including books, audio-books, DVDs, CDs, and periodicals according to standard procedures and the Library's classification system
- Shelf read all collections to ensure materials are in neat and proper order
- Rearrange or shift books and other materials as required
- Retrieve materials from the basement magazine room as needed
- Assist with opening and/or closing duties, such as relocating furnishings, emptying the exterior book drop, and bringing materials to the appropriate location for check-in
- Assist patrons in locating materials, using the copiers, fax machine, OPAC (catalog), etc.
- Refer patrons to other staff as appropriate
- Pick up loose books within the library and re-shelve them using a book cart; pick up and dispose debris, straighten furniture and furnishings, and maintain the neat and orderly appearance of the Library.
- Maintain absolute confidentiality of work-related issues, records, and patron information

Additional Duties and Responsibilities:

- Assist with Library programs including preparation, set-up, and clean-up
- Assist at Help desks to check materials in and out, collect fines, register patrons for programs, issue library cards, etc. in a courteous and respectful manner
- Perform other duties as assigned for the efficient operation of the Library

EDUCATIONAL REQUIREMENTS/SKILLS

- A high school diploma or GED
- A working knowledge of common computer programs such as Microsoft® Word, and the ability to use other computer programs and email
- Ability to learn and file materials within a library classification scheme, specifically the Dewey Decimal system
- Ability to effectively present information and respond to questions from patrons
- Ability to follow detailed directions
- Ability to maintain a regular work schedule

WORKING CONDITIONS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans.

The Library Page must be able to:

- Establish and maintain effective working relationships with the Library Director, the Assistant Director/Adult Services Librarian, the Youth Services Librarian, Teen Librarian, library staff, Trustees, and volunteers
- Positively interact with the public under varied conditions
- Exercise tact, leadership, and independent judgment
- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Exercise a full range of body motion to include standing, walking, talking, listening, stooping, kneeling, and reaching
- Lift up to 25 pounds, with some exposure of weights to 50 pounds
- Pull and push book trucks, with casters, weighing up to 200 pounds
- Adjust focus to include close vision, distance vision, color vision, peripheral vision, and depth perception
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment
- Have or obtain a valid Maine Driver's License
- Work weekday, evening, and weekend hours

STAFF RELATIONSHIPS

The Library Page is hired by the Library Director and receives general supervision from the Adult Services Librarian. The Library Page may also receive direction from other staff regarding specific tasks.

Because the Library Page has extensive involvement with the day-to-day activities of the Library, the Library Page is in a special position to observe patron and Library needs. The person in this position needs to alert the management staff of problems in the Library and unmet service areas.

This is a part-time, 15 hour per week position. Wage range, benefits and other personnel policies are in compliance with the Kennebunk Free Library's personnel policies and procedures.

Hourly Rate: \$10.50

Please send cover letter, resume, and list of three professional references to:

Jill E. LeMay, Director
Kennebunk Free Library
112 Main Street
Kennebunk, Maine 04043

or email to kfl@kennebunk.lib.me.us