

LIBRARY PAGE

OVERVIEW: The Library Page performs general clerical tasks in support of library services. The position includes working and serving the public in a busy setting. The individual hired has the opportunity to gain a variety of skills associated with working in a public library.

SPECIFIC DUTIES:

Operates online circulation system to check materials in and out, to renew materials, and to register patrons.

Sorts, shelves, relocates, and searches for library materials.

Reads shelves for accuracy of order.

Straightens library shelves on a daily or weekly basis, as needed.

Serves the public at the circulation desk and assists staff with all associated tasks.

Communicates with the public in person and on the phone. Communicates with staff.

Assists the Children's and Youth Services Coordinator in planning and implementing programs.

Performs other duties as requested or assigned.

REPORTS TO: Library Director and Circulation Staff

RESPONSIBILITIES: The library is dedicated to the informational needs of the community and partners with the Chilkoot Indian Association for a number of grant proposals and programs. The Library Page contributes to this mission by performing circulation desk and routine clerical tasks as assigned. The Library Page must perform these duties in a manner that reflects positively on the borough and the library.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES: This is an entry level position. Basic communication, computer, and library skills are required. Must be able to work as a team member with a positive attitude. Must be willing to learn. Must be willing to work a flexible schedule including some weekend hours. The work is performed under direct supervision and requires no prior knowledge of library procedures.

Beginning Wage: \$10 per hour
5 Hours/week during school year
Up to 15 hours/week during summer