

Lower Umpqua Library District

Position Description

Library Page

10 hours per week

\$15.00 per hour

Open until filled

Position Overview: Under the supervision of the Lower Umpqua Library Director/District Manager, performs various tasks in support of the Library's mission to the community, such as Processing, shelving, and arranging library materials.

Primary responsibilities may include:

- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas
- Locate library materials, such as books, periodicals, audiobooks, and DVDs
- Provide assistance in the maintenance of collections of books, periodicals, audiovisual and other materials
- Repair books and other library materials
- Assist in the preparation of displays
- Create flyers/signage
- Process newly acquired materials such as books, audiovisual materials, games, and computer software
- Prepare, store, and retrieve classification and catalog information or other information related to stored documents, using computers
- Conduct research online
- Other duties as required

Supervision Received: Receives general supervision and policy advice from the Lower Umpqua Library Director/District Manager

Required Knowledge Skills, and Abilities:

- Ability to read, write, and speak English
- Ability to organize work
- Ability to understand and follow library policies, rules, and procedures
- Ability to interact courteously to other staff and volunteers, the Library's business contacts, and the general public
- Ability to arrange items in alphanumeric order
- Ability to process library materials based on established procedure and instruction

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noise
- Ability to view a computer screen and operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at, or correctable to “normal ranges”
- Ability to read printed information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, via social media, and via the printed word
- Ability to file books, periodicals, reports, notebooks, etc. on shelves ranging from one to seven feet from the floor
- Ability to work flexible hours during all hours of public operation