Chillicothe & Ross County Public Library

Page

Supervisor: Enrichment Director
Position: FLSA Non-Exempt
Pay Band: A

Position Summary

The Page is responsible for returning library materials to the shelves, ensuring that materials on shelves are neat and orderly.

Essential Duties & Responsibilities

- Maintains the availability of library materials by shelving books and other materials, reading the shelves and organizing materials into their proper sequence.
- Answers in-person inquiries, helps patrons locate needed materials or refers them to other staff as appropriate for assistance
- Work in public service areas as assigned: including shelving; shelf reading; checking materials in and out; answering the telephone; processing materials, shipments, and reports; etc.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Actively participate in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- High school diploma or GED.
- Ability to communicate effectively.
- Familiarity with MS Office products.
- Keyboarding/Windows proficiency.
- Ability to operate a personal computer and other job-related equipment.

Supervisory/Management Responsibilities

None.

Interaction

Frequent interaction with library employees and patrons.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop,and other library-related software applications.

Travel Requirements

Frequency of travel: Infrequent

Physical Demands

Ability to frequently lift/push/pull up to 50 pounds.

Nature of work requires an ability to effectively communicate and exchange information, and operate office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library setting.

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.