



## Charter Township of Waterford Job Description

### Library Page

<b>Department:</b>	Library
<b>Supervised By:</b>	Coordinator of Circulation Services or Designee
<b>Supervises:</b>	No Supervisory Responsibility
<b>Bargaining Unit:</b>	None, At-Will Employee
<b>FLSA:</b>	Non-exempt

#### **General Summary**

Under the direction of the Coordinator of Circulation Services, the page is responsible for shelving all library materials, keeping materials in proper order on the shelves, setting up the community room and conference rooms for meetings, straightening the library and helping close the library at the end of the day, including locking doors, turning off computers and picking up the Library's service areas.

#### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Shelf returned library materials
  - Emptying book return daily
  - Shelving all incoming materials accurately, including alphabetically, numerically and chronologically
  - Maintain materials in proper order on the shelves, keeping shelves neat and supports in place
  - Adjusting shelves and shifting materials to avoid overcrowding
2. Straighten the library at conclusion of shift
  - Return chairs to appropriate place under tables
  - Shelf books and other materials that have been left on tables
  - Discard scrap paper
3. Set up community rooms and conference room for programs and meetings
  - Move, set up and take down chairs and tables
  - Assemble and disassemble room divider (pushing and pulling divider sections)
4. Assist with the library's daily closing
  - Shutdown computers and other equipment
  - Refill computer printers with paper and put out pencils
  - Lock doors
5. Other duties as assigned.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Interest in and willingness to learn library work
2. Ability to understand and follow oral and written instructions
3. Ability to remain detail oriented
4. Ability to organize material alphabetically, numerically and/or chronologically with a high level of accuracy.

5. Ability to follow work rules and professional work behaviors, such as:

- Arriving for work on time and completing daily schedule
- Being neat, polite and pleasant
- Notifying supervisor when ill and not attending work
- Notifying supervisor (in advance) when time off is necessary
- Not socializing with friends and coworkers during working hours
- Not making or receiving personal telephone calls during working hours

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in an environmentally controlled setting. Walking surfaces are well lit, tiled and/or carpeted.

This is a moderate physically demanding position, requiring a full range of motion. The use of both fine and gross muscles of the body is essential. Work is performed frequently outside the optimal working envelope of neck to navel and within arms reach. The use of a ladder to reach shelving outside of the work envelope is common. The employee is required to stoop and bend to reach lower shelves as well as be able to reach from approximately floor level to six feet. The side rotation of objects is approximately twenty-four inches (shelving of books). The employee is regularly required to lift objects of ± 5 pounds and occasionally lifts objects of 50 pounds. The employee must be able to manually write and work with a computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is essential.

The use of mobility assist devices such as wheelchairs, walkers, etc., is not a hindrance to the core work of this position. Individuals with physical impairments can be accommodated to perform some of the essential tasks of this position.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

### **Minimum Hourly Wage Rate**

Wage: \$10.00/hour

Posting Date: 7/5/2022

Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or <https://www.waterfordmi.gov/jobs>

Page **This is a set schedule**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3:00-6:00	3:00-6:00		5:00-9:00		9:00-1:00