MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: November 21, 1989

TITLE: Page (temporary employee) REVIEWED/REVISED: 2/23/07, 3/9/12

SECTION: Childrens Services

SUMMARY

Under immediate supervision, this hourly summer season employee assists with the children’s summer library program and special projects. Reports to the Childrens Librarian or ranking staff member in Childrens Section.

DUTIES/EXAMPLES OF WORK

ASSISTING WITH CHILDRENS SUMMER LIBRARY PROGRAM (80%)

1. Assists with materials preparation for children’s programs including arts, crafts and

 games.

2. Assists at children’s programs.

3. Assists with tracking reader progress using database program.

PROVIDING ASSISTANCE WITH COLLECTION MANAGEMENT (10%)

1. Straightens and shelfreads Picture and Easy book collections.

2. Returns materials to proper collections and locations.

3. Maintains shelves in proper order and stocks display shelves.

4. Culls titles for preliminary weeding.

OTHER TASKS AS ASSIGNED BY CHILDRENS SUPERVISOR OR HIS/HER REPRESENTATIVE (10%)

KNOWLEDGE AND ABILITIES

1. Ability to understand and perform routine library procedures.

2. Ability to communicate effectively with staff and public.

3. Ability to sort efficiently in alphabetic or numeric order, and to develop a working

 understanding of the Dewey Decimal and Cutter systems of library materials

 arrangement.

4. Ability to follow directions.

**5. Ability to use computer and computer software and manage computerized files,**

 **especially databases relating to children’s programs.**

6. Ability to perform moderately heavy physical work

7. Ability to maintain a regular work schedule

PHYSICAL DEMANDS OF POSITION

1. Standing, walking, stooping, kneeling and crouching.

2. Climbing: ascending and descending short footstool.

3. Bending/twisting, reaching and feeling.

4. Talking, hearing and near vision.

5. Lifting and carrying: 50 pounds or less.

6. Pushing and pulling: objects weighing 60 – 80 pounds on wheels.

7. Handling: picking up and shelving books.

MENTAL REQUIREMENTS

1. Communication Skills: effectively communicate ideas and information both in written

and oral form.

2. Reading Ability: effectively read and understand information contained in

 memoranda, reports and bulletins.

3. Ability to Comprehend and Follow Instructions: effectively follow instructions from

 supervisor, verbally and in written form.

4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction,

 multiplication and division) without the aid of a calculator.

5. Time Management: set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment

2. Flexible work hours; frequent evening and weekend hours.

3. Some field trips outside of the library setting.

# EQUIPMENT USED

Typewriter, calculator, copy machine, personal computer, craft material and tools,

book trucks (carts) for transporting materials to proper areas for reshelving, other equipment as technology advances.

EDUCATION AND EXPERIENCE

1. Education equivalent to sophomore in high school.

2. Eligible for a Child Labor permit, if required.

3. No experience required.