

Bridgman Public Library
Job Description
Library Page

Position Classification: *Part-time, Non-exempt (hourly)*

Hours:

6 to 10 hours per week, including days, evenings and Saturdays

Twelve month work year

Will work an agreed upon schedule relative to library hours

Reports to:

Library Director

Job Goals:

- *To perform manual and clerical duties in the library while closely supervised.*
- *Ability to work with patrons of varied backgrounds, while presenting a friendly welcoming attitude*

Qualifications:

Education:

- *Must be 16 years of age or older*

Knowledge and Skills:

- *Knowledge of alphabetical and numerical order*
- *Knowledge of basic computer hardware and software and internet*
- *Knowledge of basic office equipment (training provided)*
- *Ability to read spine labels*
- *Ability to learn the Dewey Decimal System: this learning takes place in an on-the-job training setting*
- *Ability to work independently to perform assigned tasks*
- *Ability to work cooperatively with others*

Performance Responsibilities:

- *Sort, shelve and file various library materials accurately according to library classification systems (alphabetic, numeric, and alphanumeric) (40%)*
- *Performs routine support tasks, such as: answer phones, take messages, make copies, assist patrons, use computer to access information, collect money for fines & copies, etc., check in and check out library material using computerized library system, follow the procedures for opening and closing the library, assign and verify patron library cards, update patron records, sign up patrons for programs, fill in computer signup sheets, monitor computers, accept memorial information and donations, check in and file newspapers, send faxes, scan material, help with craft*

projects, refill coffee pot reservoir, help with programs, etc, while working cooperatively and jointly to provide quality seamless customer service (40%)

Additional Responsibilities (20%)

- *Reads shelves for accuracy and re-shelves misplaced items*
- *Uses and maintains various office equipment*
- *Answer basic computer questions*
- *Assist with Library programs,*
- *Perform other duties as assigned*

Physical Conditions:

- *Requires frequent lifting and carrying of library materials; pushing and pulling of book cart; frequent stooping and reaching*
- *Ability to lift arm above shoulder level to shelve books weighing up to three pounds*
- *Bend, stoop and kneel repeatedly or continually to shelve books on bottom floor-level shelf*
- *Move objects weighting in excess of 25 pounds*
- *Remain in standing position for extended period of time*
- *Requires ability to see, hear and speak clearly*
- *Manually manipulate computer keyboard, mouse, scanner, etc.*

Wages:

- *\$8.90 per hour*
- *Benefits following training/probationary period (Benefits and wages are established by the Bridgman Public Library Joint Board of Directors).*

Evaluation:

- *Performance of this job will be evaluated by the director of the Library*

Bridgman Public Library is an Equal Opportunity Employer. All personnel actions, including hiring, promotion, training and benefits are administered without regard to race, color, creed, sex, age, national origin or disability.