

Town of Bolton

Title: Library Page

Position Definition: Sorts and shelves library materials. Performs basic clerical operations of the library. Maintains orderliness of materials in the facility.

Supervision Received: Works under the direction of the Library Director or his/her designee and under the supervision of the staff member in the area assigned.

Supervision Exercised: None.

Examples of Essential Duties:

1. Shelves books, magazines, audio-visual materials, etc.
2. Retrieves and files back issues of magazines, newspapers and other items in storage.
3. Reads shelves and straightens book stacks.
4. Straightens reading areas by returning chairs and clearing tables of unshelved material.
5. Shifts books and other items as necessary.
6. Performs other duties as assigned by permanent staff member.

Examples of Incidental Duties: None.

Knowledge, Skills and Abilities Required: Ability to follow oral and written directions. Ability to file and shelf accurately, both alphabetically and numerically. Must be conscientious, accurate, reliable, pay attention to detail, and work somewhat independently. Must be clean, neat, orderly and quiet.

Minimum Qualifications Required: High school student least 16 years of age. Must be able to read and count.

License or Certificate: None.

Physical Exertion/Environmental conditions: Performs duties in an office environment. Must be able to handle large quantities of books and other material. Must be physically able to bend, stoop, lift, reach, stand, climb stairs, see and hear. Must be able to push full book carts weighing approximately 40lbs. Business casual attire is required.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.