

JEFFERSON COUNTY RURAL LIBRARY DISTRICT JOB DESCRIPTION

CLASSIFICATION TITLE: LIBRARY PAGE/COURIER

CLASSIFICATION SUMMARY:

This is clerical and technical work related to the effective operation of the library. Positions in this class are responsible for sorting, shelving and locating materials throughout the library. Those in this classification also assist with library support tasks. Careful attention to detail is required in all assigned areas. Work is performed under the general supervision of the Public Services Manager.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Page classification perform basic library support in locating and shelving materials in order to maintain the order and appearance of the library, couriers material between public libraries and performs other duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES - GENERAL:

(The following are not intended to serve as a comprehensive list of all duties performed in this classification, and are a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties).

- Sorts and shelves books and other library materials alpha/numerically.
- Performs shelf reading and reorganizes shelves for correct location of materials and attractive appearance of shelves.
- Performs as the courier of library materials between Port Townsend Public Library and the Jefferson County Library; driving the Jefferson County Library van to courier materials.
- Locates and pulls holds.
- Assists with opening or closing library and emptying book drops.
- Ensures that desks, tables and other surfaces are cleared and items and materials are returned to their proper locations after they have been used.
- Assists in maintaining the interior and exterior appearance of the library including the collection of trash as necessary.
- Interacts with patrons in-person on occasion.
- Performs other duties as assigned or required.

KNOWLEDGE AND ABILITIES:

(Depending on the work assignment, some or all of the following may apply).

Knowledge of:

- Library functions, methods and organization.
- Dewey Decimal System.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Ability to perform alpha/numeric filing accurately.
- Ability to learn and use the Dewey Decimal System.
- Ability to establish priorities and organize workload.

- Ability to work and communicate effectively with staff.
- Ability to use correct English, grammar, spelling, punctuation and vocabulary.
- Provide information to patrons in a tactful and courteous manner.
- Provide assistance to others.
- Determine appropriate action within clearly defined guidelines.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Maintain library in a neat and orderly condition.
- Drive a motor vehicle safely and responsibly.

MINIMUM QUALIFICATIONS:

Minimum age is 18. Demonstrated ability to perform alpha/numeric filing.

REQUIRED LICENSES OR CERTIFICATIONS:

Valid Washington State Driver's License, and an acceptable driving record, as defined by our Fleet Insurance.

PHYSICAL DEMANDS

Must be able to stand, sit or remain in a stationary position for extended periods of time; move about inside and around the library; organize and arrange resources inside and outside of the library, including organizing books and other library resources on library shelves with a height of up to 6.5 feet; relocate and move carts weighing up to 150 pounds and boxes and bags weighing up to 50 pounds; and communicate with library staff and patrons.

WORK ENVIRONMENT:

Work is generally performed inside in a library environment. Work is performed in varied schedules, including weekends and evenings. May have some exposure to angry or hostile patrons. Courier work may be performed outside in the elements, including driving in inclement conditions.

Classification Specification: September 2016

Amended: June 2017