

**MUNICIPALITY OF NORTH PERTH
JOB DESCRIPTION**

Position Title **STUDENT LIBRARY PAGE**

Department **LIBRARY**

Report to Title **CHIEF LIBRARIAN (CEO)**

This job description last updated July 2009.

Position Details

Status: **Part Time**
Pay Method: **Hourly**
Overtime: **After 44 hours in one week**

A - RESPONSIBILITY

1. Scope of Position:

Under the direction of the CEO, performs routine and nonprofessional work in the Library such as shelving, processing and maintaining books and other library materials in proper order, circulation of materials and assisting patrons according to established procedures and service guidelines, providing pleasant and effective circulation service to all library users.

2. Key Responsibilities

Program delivery

- This classification performs routine work in shelving, circulating and processing library materials in a safe and efficient manner.
- Some basic clerical work is performed
- The work follows established practices and patterns, and close supervision is provided
- Sorts, alphabetizes, shelves and retrieves library materials from carts, and/or book drop and prepares for shelving
- Shelf-reads the collection to ensure materials are in neat and proper order. Rearranges or shifts books as needed.
- Performs circulation functions according to set procedures: check-in and check-out of library material; placing of reserves, registration of patrons
- Photocopies and faxes documents and processes payment through the cash register
- Answers the telephone in a polite and businesslike manner and follows procedures for transfer of calls
- Assists patrons with directional questions and the resolution of simple computer and internet queries

C – EFFORT AND WORKING CONDITIONS

1. Physical Effort and Environment

- Required to stand for relatively long periods of time
- Required to push loaded book carts around the stacks (Floor carpeted)
- Frequent bending and stretching to return books to upper or lower shelves
- Occasional lifting of boxes of books, moderately heavy to heavy
- Assist in maintaining a neat and tidy appearance for both the inside and exterior of the building including light snow removal

2. Mental Effort and Environment

- Ability to use a variety of reference resources.
- Hours of work includes two evenings per week and scheduled Saturdays

CEO/Chief Librarian Approval

I have reviewed the above job description and agree that it is accurate and complete

CEO/Chief Librarian _____ Signature _____ Date _____

Staff Approval

I have reviewed the above job description and agree it is accurate and complete

Staff Name _____ Signature _____ Date _____