

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Library Page Assistant**

Dept: **Public Services**

Job Code Number: **10957**

Reports to: **Various Supervisors or Managers**

Grade No.: **AAMNG** (min wage)

Effective Date: **July 2001**

FLSA Status: **Non-exempt**

General Position Summary:

Alpha shelf books and other library materials accurately and expeditiously. Maintain the general order of the library by straightening books and materials on shelves and keeping the floors and tables clean and orderly.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Alphanumerically shelve library materials, including SLICK holds for patrons.
2. Alphanumerically "Read" shelves to assure that they are organized and materials are properly shelved.
3. Prepare library for opening and/or closing by performing such assignments as replenishing depleted supplies (e.g. pencils, pads, printer and photocopy paper), re-arranging/straightening chairs and tables, picking up materials for shelving or disposal and cleaning floors.
4. Operate and maintain library office equipment that may include photocopying, faxing, adding and/or changing supplies.
5. As assigned, clean and prepare rooms for meetings.
6. Pick up debris on library grounds as required.

Secondary Duties:

1. Perform other related duties as required or as assigned.

Communication:

The position has some contacts with other KCLS staff members and some contacts with patrons. Contacts seldom contain confidential or sensitive information.

Initiative:

Positions at this level operate with a high degree of supervision, usually function from a clear set of operating processes or procedures, and have work closely reviewed. Little to no judgment and decision-making is required. The only decisions required are those relating to minor aspects of own position.

Positions at this level have no assigned responsibility for creation, development, design or problem solving for new programs, methods, systems, procedures, policies or the solving of work problems. There is no responsibility for artistic creativity, or development of new "customer" activity, or programs.

Accountability:

Positions at this level have extremely limited influence on operations, revenue, expense or budgetary outcomes. Responsibility for the prudent use of library assets is limited to own supplies and/or work area. Ability to influence outcomes is minimal. Ability to influence overall library image is limited to performance of own job. Consequences of success or failure of job responsibilities is extremely limited.

Positions at this level have little to no economic planning responsibility beyond the need to schedule own work and determine impediments to own work schedule.

Leadership:

The position is not responsible for mentoring. Positions at this level have no formal leadership responsibility, but are charged with understanding and individually acting in accordance with the values and mission of the organization.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Any combination of education and experience, which allows the successful performance of the job.

Necessary Knowledge Ability and Skills:

- Some knowledge of alphanumeric filing.

Ability to:

- Use interpersonal skills and to use common courtesy and tact when dealing with staff members and patrons.
- Work accurately and efficiently.
- Manage time to maximize productivity.

- Read English and sort in alphanumeric order.
- Handle the physical aspects of the job such as pushing/pulling book carts, reaching and stooping with several books in hand.
- Understand and follow verbal and written instruction.

Skill in:

- Observing or paying attention to details.
- Handling library materials properly to minimize damage.

SPECIAL REQUIREMENTS

None beyond those previously mentioned.

PHYSICAL DEMANDS

The position requires constant standing, walking, close attention to detail (reading), handling and grasping. The position also requires frequent kneeling, bending, reaching and feeling. The position is required to push and pull 50 pound carts.

WORK ENVIRONMENT

Work is performed primarily indoors though the position may be required to remove debris from parking or landscaped areas. Almost all tasks involve continuous standing.

Advancement Possibilities:

Library Page depending on training

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01