



CLASSIFICATION TITLE: Library Page	JOB NUMBER: 7086	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Library Supervisor	PAY GRADE: 6	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs administrative support work providing manual and clerical duties for the City Library, and related work as apparent or assigned. Work is performed under the moderate supervision of the Library Supervisor ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Shelves and files all library materials using different filing systems; straightens and shifts books on shelves and ensures materials are in correct order; moves library materials within the library; retrieves materials from stacks; removes, discards, and puts materials into storage as needed.
- Responds to patron's inquiries regarding basic library information, library materials, or services, helps customers locate needed materials and refers them to others for appropriate sources of information.
- Maintains order and cleanliness of the library by collecting, sorting, and filing books, newspapers, and other materials left behind on tables, shelves, floors, etc.; assists with rearranging library furniture and equipment.
- Checks in and processes library materials returned from circulation, including emptying exterior book drops and audio-visual drops; cleans and repairs returned materials as needed; participates in the inventory process; assists staff in searching for missing materials.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Library policies, procedures, methods, practices, and equipment.
- Principals of Intellectual Freedom and their application.
- Purpose and functions of the library.
- Library clerical practices.
- Alpha-numeric and Dewey-decimal classification system.
- Proper telephone techniques and etiquette.
- Internet searching, use of Library catalog and online resources.
- Modern office practices, methods, procedures and equipment.

Skills and Abilities to:

- File materials accurately using alphabetical and decimal numeric filing systems.
- Follow department policies and procedures related to assigned duties.
- Perform a variety of responsible and clerical duties to assist patrons.
- Respond to library priorities.
- Provide information in a tactful and courteous manner, assist in locating materials.
- Maintain the library in an orderly and safe condition.
- Show attention to detail.
- Understand and follow oral and written instructions.
- Organize, file and process materials as assigned.
- Stand, bend, push, and lift for periods of time.
- Lift objects weighing up to 25 pounds and assist with objects weighing up to 75 pounds.
- Push and pull a library book trucks/carts weighing approximately 100-300 pounds.
- Perform repetitive motions with sorting and shelving books.
- Carry up to 15 pounds of books across the library.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

None

EDUCATION AND EXPERIENCE

High school diploma or GED.

COMPETENCIES**Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



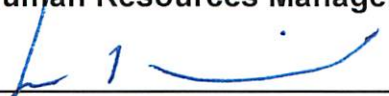
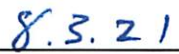

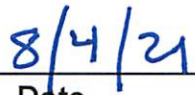
This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard

vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and visual inspection involving small defects and/or small parts; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Authorization (for Archive)

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 classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Manager	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date