

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LIBRARY PAGE
DEPARTMENT: PUBLIC LIBRARY
REPORTS TO: REFERENCE LIBRARIAN

JOB CODE: 4020
DATE: 03/11

JOB SUMMARY:

Performs work involving assisting librarians in categorizing and returning books to shelves; maintains orderly appearance of library. Performs work in the processing of books, periodicals, newspapers, and other materials for public use. Ensures that books are in good physical condition.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Sorts, categorizes, and returns books, magazines, reference materials, display materials, and audio-visual materials to correct area.

Sorts new book section to remove older titles.

Checks in daily newspapers and displays in racks.

Maintains orderly appearance of library shelves, tables, racks, and display areas; cleans copiers and computers.

Withdraws periodicals and adult materials from the library on a regular basis.

Chooses books for displays and special occasions.

Sorts and repairs audio-visual materials and books.

Operates computer to remove library holdings from other databases.

Assists in the location of books.

Refers patrons to appropriate personnel.

Assists in the completion of special projects.

Retrieves items from basement storage.

Assists in clean-up following programs.

Assists in opening and closing the library.

Empties book return bins.

Delivers and picks up mail from City Hall

Transports materials to and from Penacook Branch Library.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Audio-Visual Equipment

Microfiche/Microfilm Reader
Adding Machine

Copier
Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

GED or high school diploma or high school student.

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Library policies, procedures, terminology, and materials.

General office procedures.

Computer usage and applications.

Basic mathematical computations, such as addition, subtraction, multiplication, and division.

Skill in:

Communicating clearly and effectively, both orally and in writing.

Assisting patrons with various library services and operations.

Using a computer to enter and retrieve information.

Understanding and carrying out oral and written instructions.

Sorting and categorizing library books and materials in standard order.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with library personnel and patrons.

See and read written material.

Perform duties while standing, walking, bending, crouching, or stooping.

Perform duties which require manual dexterity to include hands to finger, handle, or objects.

Climb and descend stairs.

Frequently lift and move objects that weigh up to 50 pounds.

Occasionally lift and move objects that weigh up to 100 pounds.

Working Conditions:

The work is performed in a library and is typically quiet although the environment can become loud during periods of heavy activity.