

Peabody Institute Library of Danvers

Page – Job Description

Title: Page	Classification: Non-Union
Department: Library	Grade: N/A
Reports to: Library Director	FLSA Status: Non-exempt
Effective Date: 04/04/2019	Union Status: Non-Aligned

GENERAL SUMMARY:

Under the direction of the Library Director, assists library patrons and staff find what they are looking for by quickly and accurately ensuring that all library materials are where they are supposed to be.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below 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.)

- Shelving library materials.
- Retrieving library materials from their shelves.
- Organizing library materials on their shelves.
- Shelf-reading to ensure library materials are in their correct location.
- Other related duties as required.

Minimum Qualifications:

- Must have ability to obtain workers permit.
- Successful completion of Criminal Offender Record Check (CORI) background check.

Knowledge, Ability, Skill

Knowledge: Must have knowledge of general library procedures

Ability & Skills: ability to read and assimilate information; ability to write and communication information clearly and effectively; ability to work well with people of diverse ages and backgrounds.

Supervision

Received: Works under the general supervision of the Library Director.

Responsibility: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Work is performed under typical office conditions; the noise level is fairly quiet; occasionally may be required to work outside of normal business hours to attend meetings.

- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, town employees, youth, and elected officials. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

Physical Requirements

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Candidates must be physically able to sit and stand for extended periods of time, and push or pull, sort, and shelve a fully loaded cart of books, lift 25 pounds, bend, stretch, shelve, and move around the multistory library at a moderate to quick pace.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Approved by:



Library Director

April 4, 2019
Date

Received by:

Employee

Date

Library Director

Date