

<b>Job Title:</b>	Library Page	<b>Job Classification:</b>	Library Page
<b>Department/Group:</b>	Customer Services	<b>Job #:</b>	521
<b>Location:</b>	Downtown	<b>Position Type:</b>	10 hours per week
<b>Level/Salary Range:</b>	\$10.97/hour	<b>Schedule:</b>	Wednesday: 2:00-6:00 p.m. Friday: 2:00-6:00 p.m. Alternating Saturday: 9:00 a.m. – 1:00 p.m.
<b>HR Contact:</b>	Leslie Ellsworth	<b>Date posted:</b>	May 10, 2017
<b>Benefits:</b>	NA		
<b>Posting url:</b>	<a href="http://www.olathelibrary.com/employment">http://www.olathelibrary.com/employment</a>		
<b>Application Deadline:</b>			
<b>Fax or E-mail:</b> (913) 971-6839 or <a href="mailto:lellsworth@Olatheks.org">lellsworth@Olatheks.org</a>		<b>Mail:</b> Leslie Ellsworth Olathe Public Library 201 E. Park St. Olathe, KS 66061	
<b>Subject Line:</b> Attention: HR Department/Assistant II			
<b>Job Description</b>			
<b>SUMMARY</b>			
Responsible for shelving library materials, maintaining shelves and related tasks. Work is performed under well-defined procedures with direct supervision.			
<b>ROLE AND RESPONSIBILITIES</b>			
<b>Essential Duties:</b>			
<ul style="list-style-type: none"> <li>• Work as a team member with other staff and volunteers to provide a continuum of library service to the public.</li> <li>• Maintain effective courteous working relationships with all library customers.</li> <li>• Assist library customers in the general location of library equipment and materials and refer all other questions to the appropriate staff.</li> <li>• Participate in library staff meetings directly related to their area of responsibility.</li> <li>• Shelf library materials. This includes books, audios, DVDs, CDs, console games and magazines.</li> <li>• Maintain shelves in orderly, accurate, and presentable condition.</li> <li>• “Shelf-read” assigned collections each shift to ensure area is orderly and presentable.</li> </ul>			
<b>Specific Duties:</b>			
<ul style="list-style-type: none"> <li>• Assist with closing procedures. This includes turning off public and staff computers, refilling public computer stations with pencils and paper as needed and turning copy machines off.</li> <li>• Search for items on missing and lost lists.</li> <li>• Attend department meetings as requested.</li> <li>• Assist with special projects as assigned.</li> </ul>			

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**
**Physical Requirements:**

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and scanning equipment is required. Regular contact is made with employees, volunteers and the general public.

**Education and Experience:**

High School diploma or current enrollee. Graduate preferred. Minimum of 16 years of age. Must pass basic skill and shelving tests. *Some positions require a valid driver's license with excellent driving record.*

**Preferred Skills**

Customer service oriented. Should be a quick learner with good organizational skills. Able to work in a team environment, a "whatever it takes" work ethic, and to handle multiple tasks in a fast paced public service setting. Strong interpersonal communication skills as well as effective oral and written skills. Strong desire to provide friendly, quality services to the public. Attention to detail and a commitment to accuracy are vital traits for page positions.

Last Updated By:	Leslie Ellsworth	Date/Time:	5/10/2017
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