# cid:image001.jpg@01D59E23.93E610F0

# **City of Polk City**

**Title:** Library Page

**Department:** Library

**Status:**  Part-Time/Non-Exempt

**Reports to:** Library Director/Library Board

**Supervises:** None

**POSITION FUNCTION:**

Under general direction, the Library Page is responsible for duties pertaining to the daily operations of the library. Performs a variety of general office and public relation duties as outlined in this document.

**DUTIES AND RESPONSIBILITIES:**

1. Shares responsibility for working the circulation desk, shelving materials and other library operations.
2. Aids the public in locating the needed materials.
3. Assists library staff with programs as needed.
4. Assists library staff with inventory
5. Basic cleaning tasks including disinfecting toys, dusting library furniture, etc.
6. Adhere to all City and Library policies and procedures.

**Any duties assigned by the Library Director**

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the library staff.

**SKILLS AND ABILITIES:**

Knowledge of the principles and practices associated with library services

1. Excellent oral, written and technology skills.
2. Ability to work independently and as part of a team.
3. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
4. Use computers and related software applications.
5. Communicates and maintains effective working relationships (both orally and written) with staff and citizens.

**TRAINING AND EXPERIENCE:**

1. Proficient computer skills

**OTHER NECESSARY REQUIREMENTS:**

1. Must be at least 15 years of age.
2. Must have reliable transportation.
3. Ability to work an average of 6-10 hours per week with a flexible schedule, including evenings and weekends.
4. Pre-employment criminal background history check