

Gravenhurst Public Library

POSITION DESCRIPTION

Position Title: Library Page

Reports to: CEO / Chief Librarian or Designate

POSITION SUMMARY

The Library Page is an entry level position and is responsible for shelving library materials; keeping the library collection in order; performing some circulation desk duties; assisting with collection maintenance; and providing a high level of customer service to library users.

DUTIES & RESPONSIBILITIES

1. Shelving and shelf reading – Reshelving library materials that have been returned or have been used within the library i.e. found on tables, chairs etc.; retrieving shelved items when required; ensuring reshelved materials are in the correct alphabetical or numeric order; straightening and tidying public areas and shelves; reading the shelves on a continual basis to determine if materials are misplaced and require reshelving; developing a strong familiarity with all collections housed in the library.
2. Circulation Desk - Checking in materials that have been returned to the library, ensuring accuracy; informing patrons via telephone about available holds.
3. Collection Maintenance - Processing of newly received materials including magazines and newspapers; identifying materials that require repair i.e. spine labels that need replacement; repairing damaged material; applying tape, collection identifying labels and stamps; stamping discarded materials and packing for future book sales.
4. Customer Service – Providing a welcoming environment for library users; answering in-person inquiries, helping library users locate needed materials and referring library users to other staff for assistance; keeping apprised of current library policies and procedures, programs, events and activities.
5. Carrying out special projects and other duties as assigned by the CEO /Chief Librarian or designate.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: N/A

EDUCATION, SKILLS and EXPERIENCE

1. Working on completing or possesses a high school diploma
2. Minimum age requirement is 14 years of age
3. Strong public relations and customer service skills
4. Good oral, written and interpersonal communication skills
5. Skilled at working independently while contributing to the work team
6. Good organizational and time management skills
7. High level of computer literacy with strong proficiency in Microsoft Office
8. Ability to work evenings and weekends

9. Physically able to carry out all aspects of the job

HEALTH & SAFETY RESPONSIBILITIES:

As the Gravenhurst Library Board has adopted health and safety policies established by the Town of Gravenhurst, Library staff members are responsible:

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use personal protective equipment, when required.
7. To report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information; deal with interruptions and changing demands during the course of a working day; while maintaining a pleasant, professional and positive demeanour.

Physical: Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle.

CONTACTS

Incumbent communicates regularly with library staff and the general public.

REVIEW/APPROVAL

CEO/ Chief Librarian: _____ Date: _____

Library Board Chair: _____ Date: _____

Affiliation: Non-Union

Job Description reviewed: August 14, 2019