

POSTING DATE: May 13, 2011

JOB TITLE: Branch Page

WAGE RANGE STARTS AT: \$7.25 per hour

JOB HOURS: 10 hours per week

JOB LOCATION: Union Mills Branch Library

REPORTS TO: Branch Supervisor

SEND APPLICATION TO: Cindy Lane, HR Manager
La Porte County Public Library
904 Indiana Avenue
La Porte, IN 46350
clane@lapcat.org

PURPOSE OF POSITION:

Perform page duties related to the operation of the branch.

ESSENTIAL DUTIES AND RESPONSIBILITIES (not all inclusive):

1. Shelf all materials.
2. Read and straighten shelves.
3. Clean materials.
4. Answer directional questions from patrons.
5. Refer reference questions to the Branch Manager.
6. Cooperate with all staff in performing tasks essential to providing quality customer service and the achievement of library objectives, goals, and mission.
7. Assist with displays.
8. Assist with branch programs.
9. Other Duties as assigned.
10. Cooperate with all staff in performing tasks essential to providing quality customer service and the achievement of library objectives, goals, and mission in conjunction with the Strategic Plan.

NON-ESSENTIAL DUTIES:

1. Assist at circulation desk.
2. Assist patrons with electronic searches.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed below are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

KNOWLEDGE, CRITICAL SKILLS AND ABILITIES:

1. Ability to alphabetize
2. Ability to perform mathematical skills accurately
3. Ability to communicate effectively with patrons and with other staff.

4. Ability to work a flexible schedule including evenings and weekends as assigned.
5. Ability to work harmoniously and effectively with staff and patrons.
6. Ability to stand for prolonged periods of time (+1 hours).
7. Ability to lift, carry, and shift materials, and move loaded carts.

OTHER SKILLS AND ABILITIES:

1. Keyboarding
2. Experience in using or ability and willingness to learn to use the following equipment in order to perform job functions:
 - a. Photocopier
 - b. Phone/Fax
 - c. Shredder

PHYSICAL DEMANDS:

The physical demands described here 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.

- *Physical Demands:* While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.
- *Work Environment:* While performing the duties of this job, the employee may be exposed to room temperature changes. The noise level in the work environment is usually low.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

NOTE: This is a 10 hour per week position. This will normally include every Saturday and some evenings throughout the week.