

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Library Page
Department: Library
Revised : March 2000

Class : Administrative Support
FLSA : Non-exempt

This job description supersedes any prior description for the Library Page classification.

GENERAL DESCRIPTION

General clerical type work in the library consisting of limited complexity which follows well established procedures.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Files various materials; retrieves information from files.

Sorts and shelves returned library materials.

Retrieves requested materials for library clientele.

Assists the public in person or by telephone.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to sort items by letter, number, and subject; and to follow oral and written instructions.

Ability to place records, reports, or files into a proper sequence based on predetermined format; ability to shelve books according to the Dewey Decimal System.

Ability to establish and maintain effective working relationships with the public and fellow employees.

Ability to communicate effectively in person and by telephone.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

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EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Completion of tenth grade and experience in library work is desirable but not mandatory. High school diploma preferred.

**This job description does not create an employment contract,
implied or otherwise.**