

## Town of Hamden

### Library Page

**Classified/Competitive**

**Department: Library**

**B.U.: AFSCME, Local 1303-115**

**Salary: Appendix A**

**Position Definition:** Reshelves books and other library materials; keeps shelves in order and neat; performs varied duties in the circulation of library books and materials; and performs varied library work.

**Supervision Received:** Receives general supervision from the Library Circulation Manager, Branch Manager, Head of Technical Services or other Division Head and task supervision from a professional librarian.

**Supervision Exercised:** Not applicable.

**Examples of Essential Job Duties:** At Circulation, checks each item's property stamp and places the book or item on the carts after they have been checked in, and ready to be put back on the shelf. Regularly returns books and materials to shelves or storage sites. Removes damaged books and materials from the collection and places on the repair shelf. Makes minor repairs to books and materials. Shelf reads book stacks to place books in order. Phone people who have books on reserve. Unloads book drop. Shelf checks for special status items as per printed reports.

Helps patron locate items on library shelves. Refers patrons as necessary to Reference Librarians. Acts as backup at the circulation desk. Charges and discharges library materials, answers telephone calls and provides information as necessary. Maintains circulation desk area in neat and functional condition. Provides backup assistance in other library areas as needed.

Performs in various units, including Branch, Technical Services, Children's Department, Reference Department or as assigned. At the Branch does all of the above, plus prepares rentals, magazines and paperbacks for computer entry and circulation. Places books and loan materials on reserve as requested. Maintains records of outgoing and incoming interlibrary loan materials.

In Technical Services prepares new materials for circulation; reviews condition of books and repairs books and other materials as possible. Performs general office clerical tasks. Maintains materials, supplies or equipment for an assigned unit. Makes photocopies as required. Performs related work as assigned.

**Examples of Incidental Job Duties:** Monitors the reading room and other library areas to maintain order and provide a friendly environment for library patrons. May sort incoming mail taking all required precautions. May assist in processing new rental books or receiving rental books being returned to the rental company. May assist with preparation of bulletin board and book displays and arts/craft activities.

**Minimum Qualifications Required:** Must pass page test.

**Knowledge, Skills and Abilities:** Must be able to carry out instructions furnished in written and oral form. Ability to relate to patrons and to establish and maintain effective working relationships with library staff is essential. Must be able to acquire a working knowledge of library principles and practices. A working knowledge of basic office procedures is required. Ability to acquire a working knowledge of and to work with, computer applications and technical equipment applicable to library operations is needed. Ability to add, subtract, multiply and divide units of measure is required.

**License or Certificate:** Valid Connecticut drivers license.

**Physical, Mental Exertion/Environmental Conditions:** The employee is required to frequently stand, walk, stoop, bend and reach with hands and arms. Performs duties in an office environment. Must be able to concentrate on moderate detail with constant interruptions. Routinely and intermittently exposed to computer screens. May be required to lift and move up to 10 lbs, for example, books, displays, equipment, office supplies, etc. Must be able to regularly push carts up to 100 lbs. Must be able to hear clearly (correctable to within normal limits), to record telephone information and to see (vision correctable to 20/20), to complete applications and forms. May drive to Branch Library locations.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.