

LIBRARY PAGE

DISTINGUISHING FEATURES OF THE CLASS: The work includes shelving of library materials, shelf maintenance and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision of higher level staff and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Sorts, shelves, relocates and searches for library materials;

Reads shelves for accuracy of order, re-shelving materials as needed;

Checks library materials in and out;

Provides simple directional information to patrons;

Clears study tables and keeps furniture in order;

Dusts or cleans materials;

Assists patrons in the use of electronic equipment, including but not limited to, photocopiers,

scanners, printers, computers.;

Does simple mending of library material;

Assists in preparation of displays.

LIBRARY PAGE**Page 2**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Ability to understand and carry out simple oral and written directions; courtesy, good judgment, accuracy and orderliness; ability to sort materials in alphabetic or numeric order; tact and courtesy in dealing with staff and public; ability to maintain a calm and friendly demeanor with the public under stressful conditions; and ability to move book carts and books up to 70 pounds and lift up to 30 pounds, stand for extended periods of time, sit, bend, kneel, crouch, and climb stairs.

MINIMUM QUALIFICATIONS: None.

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Jurisdictional Class: Labor
Public Hearing: Yes
NYS Civil Service Commission Approval: Yes

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