

**Montgomery County-Norristown Public Library
Position Description**

Position Title:	Page
Supervisor:	Head of Readers Services
Department	Circulation
Number of Employees directly supervised	0
Fair Labor Standards Act status:	Non-exempt

Summary

Responsible for shelving of library materials, reads shelves for accuracy of order, and other duties as assigned. 15-19 hours per week including day time, evening and Saturday hours.

General Responsibilities and Examples of Work

1. Sorting books from carts in the sorting area.
2. Shelving, relocating and searching for library materials.
3. Emptying book drop box and placing materials in the bin.
4. Inspecting materials for missing spine labels.
5. Moving full carts and bins to Children’s Department.
6. Collecting mail from different departments.
7. Straighten library shelves daily or as needed.
8. Perform related work as required.

Qualifications for Employment

Entry level – must be legally eligible to work
Must have a strong knowledge of Dewey decimal system
Ability to sort material in alphabetic and numeric order
Ability to understand and carry out simple oral and written directions

Physical Demands or Requirements

Strength/movement requirements

- *Able to stand and/or walk for several hours at a time*
- *Able to lift or move heavy objects*
- *Able to push carts of heavy materials*
- *Able to reach and life overhead, and bend or stop to floor level*

Manual/physical dexterity requirements

- *Able to manipulate pages of books, insert and remove disks, manipulate library materials*

Communication requirements

- *Able to hear and speak with staff and public*
- *Able to see, understand and create written material*

Required Clearances

Potential employment is contingent upon prior submission to employer the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also be required.

Date revised/approved: September 14, 2020