

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

Title: Page	Classification: Page
Primary Work Location:	Department:
Supervisor: Branch Manager	Number of Employees Directly Supervised: 0
Status: <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temporary	Fair Labor Standards Act Status: Non-Exempt
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours: 120 hours/summer (Days, Evenings, Weekends)

Statement of Responsibilities

The Page is responsible for providing outstanding service to patrons at the Library listed above, a branch of Montgomery County-Norristown Public Library. This position supports activities of the library including: shelving items, assuring shelved items are in the correct order, and finding items to fill patron hold requests. This position also assists patrons in finding items in stacks. Under supervision of a manager, assists in stack maintenance projects. **May provide clerk or activity support to other staff.** The ideal candidate must be self-motivated and have a positive attitude towards customer service, possess personal integrity, a strong work ethic, and ability to work individually or on a team.

Organizational Relationships

Maintain positive working relationships with other MC-NPL departments and branches.

General Responsibilities and Examples of Work

General:

- Carries out job functions without posing a health or safety threat to self or others.

Public Service Responsibilities:

- Assisting patrons with locating materials.

Back Office Responsibilities

- Shelving books and keeping shelf order.
- General maintenance of shelves in the department.
- Finding item hold requests.

Project and Program Responsibilities:

- Assist in stack maintenance projects.
- **Provide clerical and activity support to other staff for projects and programs.**
- **Perform other duties as required.**

Qualifications for Employment

- At least 16 years of age.
- Previous work experience of 0–4 years.
- Good organizational ability.
- Good reading and filing skills.
- Ability to communicate effectively orally and in writing.
- Ability to deal effectively and pleasantly with the public.
- Good workstation computer literacy.
- Reliable transportation to the primary work site.

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Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 pounds
- *Able to adjust to floor and/or overhead level
- *Able to remain in a stationary position and/or traverse for 2 hours at a time

Manual/physical dexterity requirements

- *Able to manipulate keyboard of computer, typewriter or other office equipment
- *Able to manipulate mouse, pointing device or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- *Able to use telecommunication devices to communicate with staff and public
- *Able to observe, understand and create written material

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Revised: June 5, 2023