



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Afternoon Library Page	Position Control No: XX-XX-XX-XX
Classification-Series: Library Page	FLSA Status: Non-Exempt, Regular PT 14-16 hrs/wk
Occupational Grouping: Administrative Support Services	Union - Grade: DMEA – 7
Organizational Unit: Public Library	Primary Job Location: Locust Street

JOB SUMMARY: Performs physical work maintaining books in proper order on shelves of library, basic clerical work and retrieve materials from the stacks and storage. Serves as a resource to patrons.

ACCOUNTABILITY: Works under close supervision of Assistant Director and Library Supervisors, who assign duties, train, check daily work, and answer questions.

SUPERVISION EXERCISED: None

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; typewriter; book cart, elevator and copy and facsimile machines.

TYPICAL WORK ENVIRONMENT: Inside: 98% Outside: 2%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Sort, return, and place materials in their proper place on shelves in adult and children's circulation divisions of library, and in the reserve collection in the basement.
2. Log-off computers, CD-ROM systems and perform duties related to closing the library building.
3. Read the shelves daily and keep them neat and orderly.
4. Provide limited patron advisory services, in person or over the phone and assist patrons in finding materials and books.
5. Retrieve items requested from the reserve and general circulation shelves, and library archives.
6. Maintain the order of the book stacks and browse section in adult and children's area.
7. Retrieve books returned to the book drop.
8. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
9. Maintains familiarity with and executes safe work procedures associated with assigned work.
10. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Constantly required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Rarely required.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Frequently required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Not required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Rarely required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 1 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 1 hours Stand: 4 hour Walk: 3 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; book carts; circulation desk; wood, carpet, and tile floors; shelving.

TYPICAL CONTROLS & EQUIPMENT: Computer; bar code scanner; light pen; CD-ROM devices; copy machines; telephone; calculator.

SUMMARY OF OCCUPATIONAL EXPOSURES: Copier and printer toner; cleaning fluids and compounds; dust; molds; adhesives.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Demonstrated ability to read and write basic English. Working knowledge of English, spelling and grammar. General knowledge of computer hardware and software and familiar with database searching. Ability to understand and follow simple oral and written instructions; ability to follow through assignments accurately; ability to alphabetize and sort materials using a numerical system; ability to perform routine and repetitive work, and stand for long periods of time. Some experience in public contact or public service work. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with service problems courteously and tactfully.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Completion of at least two (2) years of high school.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input checked="" type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Work requires standing for long periods of time.

Must be available from 2:30 pm to 8:30 pm Monday through Wednesday, 2:30 pm to 5:30 pm Thursday and Friday, and 9:00 am to 5:00 pm on alternating Saturdays.

Classification Established: 07/01/96
Job Description Developed: 07/01/96
Revised: 12/28/98