



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Afternoon/Evening/Weekend Library Page	Position Control No: XX-XX-XX-XX
Classification-Series: Library Page	FLSA Status: Non-Exempt, Regular PT 16-17 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 reshelving library books and other materials in proper order on shelves, maintaining stack areas, and retrieving materials from the stacks, storage, and outdoor bookdrops. Answers directional questions for patrons.

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

SUPERVISION EXERCISED: None

TYPICAL EQUIPMENT USED: Computer; telephone; book cart, elevator, and copy 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, children's, and basement storage areas of the library.
2. Log-off computers and turn off other equipment at closing, and perform duties related to closing the library building safely and securely.
3. Read the shelves and keep stack areas neat and orderly; maintain precise order.
4. Assist patrons in finding materials and books.
5. Retrieve items requested by patrons.
6. Retrieve books returned in the book drops.
7. Establish and maintain effective working relationships with other library employees and the general public.
8. Maintain familiarity with and execute safe work procedures associated with assigned work.
9. 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.: Constantly 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: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Not required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Frequently required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Constantly required. HANDLING: Constantly 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 hour Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 1 hour 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): Tables; book carts; desks; carpeted and tiled floors; high and low shelving.

TYPICAL CONTROLS & EQUIPMENT: Computer; bar code scanner; copy machines; telephone.

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 familiarity 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. Pages must be 16 years of age.

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, 9am to 5pm on alternating Saturdays, and 12:45pm to 5:15pm on alternating Sundays.

Classification Established: 07/01/96

Job Description Developed: 07/01/96

Revised: 09/22/15