



Job Title: High School Page

Department: Technical and Circulation Services

Classification: Part-Time, Non-Exempt, Employee Classification D

Hours Per Week: 7-12, Some Evenings and Weekends

Pay Range: \$13.00 - \$18.00 Per Hour

Reports to: Technical Services Manager

Job Summary

The High School Page is responsible for shelving materials neatly, accurately, and promptly, working with the Technical Services Manager to maintain an organized and orderly collection, helping other Department Heads with projects as needed, and performing basic circulation tasks. This position requires strong attention to detail, a willingness to new skills, and the ability to communicate with library patrons and co-workers in a positive and professional manner.

Essential Functions & Responsibilities

- Shelves library materials neatly, accurately, and promptly.
- Maintains shelves by straightening, shifting, and dusting as needed.
- Shelf reads assigned sections to ensure library materials are in the correct order.
- Fills displays as needed.
- Assists staff with projects, including but not limited to, processing de-selected items, preparing craft and STEM kits, setting up before programs, cleaning up after programs, sorting marketing materials, and running DVD's and CD's through the disc cleaner.
- Performs basic circulation tasks, including but not limited to, checking items in and out.
- Assists patrons by answering basic questions or directing them to the appropriate library staff member.
- Collects and takes trash and recycling to the outdoor dumpsters.
- Attends scheduled meetings and trainings, as required.
- Participates in professional development and continuing education as directed by the Technical Services Manager and/or Library Director.
- Understands, demonstrates, and can communicate all policies and procedures.
- Performs other duties as assigned.

Skills, Knowledge, and Competencies

- Ability to provide respectful customer service to all patrons in a timely, accurate, and confidential manner.
- Ability to develop and maintain respectful, collaborative relationships with library staff, patrons, community partners, and vendors.

- Ability to communicate clearly, effectively, and professionally in English, follow directions, and read documents written in standard English text.
- Ability to independently plan, organize, and prioritize work assignments.
- Ability to complete detailed work neatly, efficiently, and accurately, with some supervision.
- Ability to adapt to changes in responsibilities, work environment, and social situations with a positive attitude, initiative, and creativity.
- Ability to effectively use and troubleshoot technologies to complete work, including email, the library’s calendar, and online tools.

Education and Experience Requirements

- Current high school student.
- Entry Level – no prior work experience required.

Physical Requirements

| | Constantly (2/3 or more of the time) | Frequently (1/3 – 2/3 of the time) | Occasionally (1/3 or less of the time) |
|--|--|--|--|
| Focus and maintain professionalism in an environment with moderate noise and frequent interruptions. | | <input checked="" type="checkbox"/> | |
| Remain in a stationary position. | <input checked="" type="checkbox"/> | | |
| Move around the workspace. | | <input checked="" type="checkbox"/> | |
| Position self to access items on a low shelf, in a low drawer, or on the floor. | <input checked="" type="checkbox"/> | | |
| Move items overhead (up to 75” high) | <input checked="" type="checkbox"/> | | |
| Move boxes, carts, tables, etc. across the workspace (up to 35 pounds). | | | |
| Operate a computer and other office productivity machinery such as a copy machine, printer, 3D printer, etc. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

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|---|-------------------------------------|--|-------------------------------------|
| Observe and recognize details at close range (within a few feet of the observer). | <input checked="" type="checkbox"/> | | |
| Communicate information clearly and accurately so others will understand in person, on the phone, virtually, or in writing with individuals and groups. | <input checked="" type="checkbox"/> | | |
| Travel to local or regional off-site locations. | | | <input checked="" type="checkbox"/> |
| Perform duties in a climate-controlled, indoor setting. | <input checked="" type="checkbox"/> | | |
| Perform duties in an outdoor setting. | | | <input checked="" type="checkbox"/> |

Benefits

- Paid Leave and Holiday Pay
- Flexible Schedule

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities that comprise this position. The Brimfield Public Library District retains the right to change or assign other duties to this position at any time.