FONDULAC District Library

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JOB DESCRIPTION: **LIBRARY PAGE**
Supervisor/Department: **Circulation Manager/Circulation Department**
Supervisees: **None**
Status: **Non-exempt, hourly, part-time**

Job Purpose:
Under the general supervision of the Circulation Manager, this employee is responsible for collection maintenance. Day, evening, and weekend work, including Sundays (September – May), may be required.

Essential Functions:
- Accurately shelve and retrieve library materials independently using the Dewey Decimal System and other classification systems specific to the library.
- Refers patrons to the Circulation, Youth Services, and Adult Services desks, as needed.
- Provide excellent customer service to all patrons.

Further Responsibilities:
- Represent the library in a positive fashion at all times.
- Cooperate with all staff in performing duties essential to providing quality customer service and the achievement of library objectives, goals, and mission.
- Other reasonable duties as necessary.

Abilities, Skills and Knowledge:
- Ability to gain thorough knowledge of Fondulac District Library's Policies & Procedures.
- Ability to use effective decision making, interpersonal, and communication abilities with strong customer service and public service focus.
- Ability to maintain a pleasant and productive working environment.
- Ability to stand for long periods of time, to bend and reach, and to lift or push 50 pounds, if necessary.

Experience and Training:
- Must be at least 16 years old.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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