

Orangeburg County

Title: Library Page

Class Code:

FT PT
 Exempt Non-Exempt



It's a great day in...

**ORANGEBURG
COUNTY**

We are here to serve you!

General Description

The purpose of this job involves a variety of standardized library clerical tasks including the shelving of books, audiovisual materials, magazines and newspapers; maintaining shelves in proper order; and general housekeeping duties in a library. Work is performed under the immediate supervision of a paraprofessional, clerical or professional supervisor. Work is reviewed while in progress and upon completion

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Performs all communications with community members, library users, and staff using exemplary customer service skills.
- Must be comfortable working in a dynamic, fast-paced environment and have the ability to exhibit professional maturity.
- Sorts and shelves books, magazines and audiovisual materials.
- Examines shelves to determine if materials are properly filed or shelved.
- Keeps shelves and files orderly by proper alignment and use of supports or dividers.
- Locates materials on shelves or in files by information provided on printout, in writing or by oral instruction.
- Clears tables, carts and counters in service areas, returning materials to proper places for re-shelving or filing.
- Picks up paper and trash at library entrance and within library.
- Straightens chairs and tables in public service areas. Cleans and dusts materials and shelves.
- Performs simple mending, such as taping and gluing.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Assists library users on the floor with finding materials or will escort them to appropriate personnel when needed.
- Performs other duties and related work as instructed and assigned.

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Minimum Education and Experience Requirements:

Quick recall of alphabet in terms of sorting multiple titles repeatedly and quickly.

Graduation from high school or GED equivalent.

No experience in a library is required.

Special Certifications and Licenses:

- None

Reasoning/Math/Language Skills:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Physical Demands:

Performs medium work that involves walking, standing, stooping, stretching, or lifting virtually all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis. Tasks require considerable skill, adeptness, and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

- Bright/dim light; Dust and pollens.
- Extreme heat and/or cold; wet or humid conditions.
- Outside work may also be required.
- The noise level in the work environment is usually moderate

The work environment characteristics described here are representative of those an employee

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encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Library Page, PT. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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