

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Library Page**

Dept: **Public Services**

Job Code Number: **20961**

Reports to: **Varies**

Grade Number: **2, Represented**

Effective Date: **August 2010**

FLSA Status: **Non-Exempt**

General Position Summary:

Performs work that involves handling and shelving of library materials in an accurate and timely manner. Maintains the general order of the library by straightening the books and materials on shelves and by keeping floors and tables clean and orderly.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Shelves and maintains order of materials.
2. Moves, distributes and assists with processing of incoming and outgoing materials manually and using materials handling equipment.
3. Assists with opening, maintaining and closing libraries, including equipment and grounds activities.
4. Prepares rooms for meetings and assures that accessories needed for meetings are available.
5. Inspects materials for damages and process accordingly.
6. Assists with program setup and takedown.
7. Assists with displays and assigned projects and programs.
8. Provides minimal directional assistance to patrons. Refers other questions.

**Shipping** - Sorts and packs books being sent to various libraries. Receives and sorts books being returned to the Shipping.

**Service Center (CMS)**- Provides support to the departments in Collection Management Services. Selects, processes and distributes materials in a timely manner. Disposes of materials for annual book sale. Checks materials received at the Service Center for damage.

**Service Center (Office Support)** – Provides supports to the departments by processing library materials and/or sorting, alphabetizing, copying, binding, printing, archiving and filing office documents.

Secondary Duties:

1. Participates in activities such as committee work, training, staff meetings, etc.
2. Performs other related duties, as assigned.

Communication:

The position has on-going contacts with other KCLS staff members and some contacts with patrons. Contacts seldom contain confidential or sensitive information and do not include proactively accessing and/or managing patrons' records.

Initiative:

Positions at this level operate with a high degree of supervision, usually function from a clear set of operating processes or procedures, and have work closely reviewed. Little to no judgment and decision making is required. The only decisions required are those relating to minor aspects of own position.

Positions at this level have no assigned responsibility for creation, development, design or problem solving for new programs, methods, systems, procedures, policies or the solving of work problems. However, the position is expected to identify needs and to develop ideas to improve own work or work group processes. There is no responsibility for artistic creativity, or development of new "customer" activity, or programs.

Accountability:

Positions at this level have extremely limited influence on operations, revenue, expense or budgetary outcomes. Responsibility for the prudent use of library assets is limited to own supplies and/or work area. Ability to influence outcomes is minimal. Ability to influence overall library image is limited to performance of own job. Consequences of success or failure of job responsibilities is extremely limited.

Positions at this level have little to no economic planning responsibility beyond the need to schedule own work and determine impediments to own work schedule.

Leadership:

The position is not responsible for mentoring but may provide general assistance to less experienced Pages seeking help. Positions at this level have no formal leadership responsibility, but are charged with understanding and individually acting in accordance with the values and mission of the organization.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Any combination of education and experience, which allows the successful performance of the job.

Necessary Knowledge Ability and Skills:

- Some knowledge of the organization of library materials.
- Some knowledge of computer functions.

Ability to:

- Read English and sort in alphanumeric order.
- Learn the Dewey Decimal System.
- Work independently and take initiative in completing work assignments.
- Use interpersonal skills and use common courtesy and tact when dealing with staff members and patrons.
- Work accurately and efficiently.
- Manage time to maximize productivity.
- Handle the physical aspects of the job such as pushing/pulling book carts, lifting and carrying boxes of books, reaching and stooping with several books in hand.
- Understand and follow verbal and written instruction.
- Communicate effectively with a diverse population.

Skill in:

- Organizing and sequencing tasks and projects to maximize efficiency.
- Establishing priorities.
- Observing or paying attention to details.
- Handling library materials properly to minimize damage.

**SPECIAL REQUIREMENTS**

None.

**PHYSICAL DEMANDS**

The position requires constant standing, walking, close attention to detail (reading), handling and grasping. The position also requires frequent kneeling, bending, reaching and feeling. The position is required to push and pull 100 pound carts and lift boxes weighing up to 40 pounds.

**WORK ENVIRONMENT**

Work is performed primarily indoors though the position is required to remove debris from parking or landscaped areas. Almost all tasks involve continuous standing. May encounter situations that involve behavioral issues. Varied work hours, including weekends and evenings, which may change periodically.

Advancement Possibilities:

Open depending on education and training

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR

Final: 7/31/01  
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