

Pinson Public Library
4509 Pinson Boulevard
Pinson, AL 35126
205-680-9298

Position Vacancy - Library Page, part-time

JOB SUMMARY

This is a position that requires knowledge of library practices and principles, attention to detail, sound judgment, strong communications skills, and direct contact with the public. The Library Page will work under direct supervision of the Circulation Specialist and general supervision of the Library Director with some latitude for independent judgment within established guidelines.

Primary duties include maintaining order of collections throughout the Library by means of shelving, shelf reading, inspecting, sorting, book pick-up, searching, etc.; also routes patrons and telephone calls to appropriate destinations. Must be available to work the schedule of hours required by the needs of the Library. Must be able to work with minimal instruction and supervision and have the ability to establish and maintain effective relationships with associates and with the public.

EXAMPLES OF DUTIES

- Prepares materials for shelving or filing, and shelves materials in Dewey Decimal order.
- Shelf reads to ensure that materials are in Dewey Decimal order.
- Empties materials from return bins.
- Assists Circulation Specialist with checking materials for damage.
- Cleaning and straightening of the shelves in all areas of the library.
- Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
- Provides individual instruction in the use of library services and facilities for library patrons.
- Assists with ongoing tasks and setup for programs.
- Assists with the general upkeep and cleanliness of the Library.
- Cares for pets and maintains pet supplies.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Ability to alphabetize; learn and shelve by Dewey decimal system.
- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of and experience with computers, online databases, online searching, and the Internet.
- Ability to give attention to detail.
- Ability to understand and follow oral and written directions.
- Ability and willingness to adhere to rules, regulations, procedures, and functions.

PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods; the strength to lift up to 25 pounds and to push and maneuver loaded book trucks weighing 50 pounds or more. Applicants should have the ability to stoop, stretch, bend, twist, and turn to move materials from place to place in the library. Visual abilities include being able to clearly read spine labels on books and ability to read and understand information from a PC monitor.

EDUCATION AND EXPERIENCE

Applicants should possess a general knowledge of libraries and books. Prior library experience is preferred. Minimum education requirement: High School Diploma or GED. Must be able to work with minimal instruction and supervision and have the ability to establish and maintain effective relationships with associates and with the public.

HOURS AND BENEFITS

15-19 hours per week at \$9.30 to \$11.27 per hour, depending on experience. The position may include morning, afternoon, evening, and Saturdays. Employees may be required to adapt to future schedule changes depending on library needs.

TO APPLY

Apply online at <http://bit.ly/PPEmployment>. Deadline for submitting an application is Thursday, December 22nd at 6:00pm. Qualified applicants may be contacted for an interview.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.