

Job Title:	Library Page	Job Classification:	Library Page
Department/Group:	Customer Services	Job #:	572
Location:	Downtown Olathe Library	Position Type:	15 hours per week
Level/Salary Range:	\$12.44/hour	Schedule:	Monday – Friday 8:00 a.m.-11:00 a.m.
HR Contact:	Leslie Ellsworth	Date posted:	March 25, 2019
Benefits:	NA		
Posting url:	http://www.olathelibrary.com/employment		
Application Deadline: Position open until filled			
FAX OR E-MAIL: (913) 971-6839 or lellsworth@Olatheks.org Subject Line: Attention: HR Department/Library Page #572 ONLINE APPLICATION: http://www.olathelibrary.org/employmentapplication		MAIL: Leslie Ellsworth Olathe Public Library 201 E. Park St. Olathe, KS 66061	
Job Description			
SUMMARY Responsible for shelving library materials, maintaining shelves and related tasks. Work is performed under well-defined procedures with direct supervision.			
ROLE AND RESPONSIBILITIES			
Essential Duties:			
<ul style="list-style-type: none"> • Work as a team member with other staff and volunteers to provide a continuum of library service to the public. • Maintain effective courteous working relationships with all library customers. • Assist library customers in the general location of library equipment and materials and refer all other questions to the appropriate staff. • Participate in library staff meetings directly related to their area of responsibility. • Shelf library materials. This includes books, audios, DVDs, CDs, console games and magazines. • Maintain shelves in orderly, accurate, and presentable condition. • “Shelf-read” assigned collections each shift to ensure area is orderly and presentable. 			
Specific Duties:			
<ul style="list-style-type: none"> • Responsible for completing the Send Item (holds) list: prints Send Item list, locates materials on the shelf, pulls materials, routes materials to the appropriate library. • Search for items on missing, weeding, and lost lists. • Attend department meetings as requested. • Assist with special projects as assigned. 			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Physical Requirements:

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and scanning equipment is required. Regular contact is made with employees, volunteers and the general public.

Education and Experience:

High School diploma or current enrollee. Graduate preferred. Minimum of 16 years of age. Must pass basic skill and shelving tests. Some positions require a valid driver's license with excellent driving record.

Preferred Skills

Customer service oriented. Should be a quick learner with good organizational skills. Able to work in a team environment, a "whatever it takes" work ethic, and to handle multiple tasks in a fast-paced public service setting. Strong interpersonal communication skills as well as effective oral and written skills. Strong desire to provide friendly, quality services to the public. Attention to detail and a commitment to accuracy are vital traits for page positions.

Last Updated By:	Leslie Ellsworth	Date/Time:	3/25/2019
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