

Hinsdale Public Library
Job Description

Position

Library Page

Minimum Qualifications

- Must be at least 16 years of age or eligible for an Illinois Employment Certificate
- Must be able to stand for extensive periods of time during the work day
- Must be able to lift 50 lbs
- Must be able to sort and file alphabetically and numerically

Job Responsibilities

Under the general supervision of a departmental Page Supervisor, assist in providing access to the Library collection by shelving materials in an accurate and timely manner. Duties are defined substantially by, but not necessarily limited to, the following:

Primary Duties

- Accurately and efficiently shelve and straighten books, magazines, audio-visual and other library materials
- Maintain a neat and orderly appearance in assigned areas of the Library. This includes, but is not limited to, returning abandoned Library materials to their proper place or pre-shelving area, straightening chairs and tables and picking up litter
- Retrieve external bookdrop cart and replace with an empty one
- Shelf-read assigned areas of the Library's collection according to schedule
- Move and sort donated items as directed
- Retrieve materials from Library collection as directed
- Use disc cleaner to repair damaged materials
- Dust shelves in assigned areas
- Set up and take down chairs and tables for Library events
- Handle damaged materials following established procedures
- Respond to patron requests for directional information. Accurately and pleasantly direct patrons to appropriate staff for assistance.
- Other duties as assigned

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General Performance Requirements: In order to perform these duties effectively and adhere to the library's commitment to high quality public service, the employee must possess, and will be expected to consistently exhibit, the following qualities and capabilities:

- **Competence** relates primarily to technical aspects of the job: the ability to learn various job functions, to perform them correctly and completely, and to understand why they are necessary and how they affect library operations and other staff members.
- **Productivity** is the ability to function efficiently and purposefully so as to produce the expected volume of useful work in a timely manner.
- **Initiative** is the capacity to view one's duties broadly rather than narrowly, to be a "self-starter", to anticipate problems or needs and be resourceful in handling them, to step forward to address issues without being specifically directed to do so, and to take responsibility for thorough and effective follow-through.
- **Commitment** is characterized by dedication and a sense of responsibility to co-workers and the library as well as to the job. Committed employees can be relied on to set a good example for co-workers. They consistently fulfill their work schedules, exhibit good work habits, meet deadlines, and give extra of themselves when necessary.
- **Judgment** is the ability to make appropriate decisions given both the situation at hand and the employee's position at the library, to exercise discretion where needed, and to establish priorities correctly when performing their duties.
- **Teamwork** is the capacity to interact and communicate effectively with co-workers for the common good of the staff and the library. A cooperative, non-competitive spirit, supportiveness, courtesy, and respect for the feelings, circumstances, and perspectives of others all contribute to teamwork and staff cohesiveness. An ability to adapt to change and a willingness to accept direction and constructive criticism from a supervisor are also needed.
- **Effective Public Service and Interpersonal Contact** depends on attitude, demeanor, and appearance as well as on specific skills. Responsiveness, courtesy, helpfulness, the ability to speak and write clearly and grammatically, a neat personal appearance, and an orderly work space enhance customer satisfaction and project a positive image of the library with the public and others.

Organizational Relationships

Supervised by the Adult or YS/YA Page Supervisor

Status

Part Time Non-Exempt

Salary

\$8.25/hour (\$7.75 if under 18)

Grade 1