

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Library Page	Range:	A-01
Date Created	March 15, 2004	Date Approved:	

PRIMARY PURPOSE

This position is responsible for helping to maintain the availability of library materials by shelving books and other materials, reading the shelves and organizing materials into their proper sequence.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Empty book drops and assist the circulation staff in processing returned items both before and after check-in
2.	Re-sensitize returned books
3.	Put returned items in numerical order on library book trucks in preparation for shelving
4.	Re-shelve books, pamphlets, and other items as necessary
5.	Read the shelves at regular intervals to assure items are shelved properly
6.	Maintain the bookshelves, keeping shelves and books clean and free of dust and debris
7.	Assist staff with identifying damaged items
8.	Assist staff with searching shelves and locating requested items
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
10.	Performs related duties as assigned

WORKING RELATIONSHIPS

The Library Page maintains frequent contact with staff and students.

EDUCATION AND EXPERIENCE

Ability to understand and follow oral and written instructions in English at an 8th grade level.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Correct English usage, grammar, spelling, punctuation and vocabulary
- An awareness of the purposes, functions and organization of a college library
- Operations, policies and objectives

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Ability to:

- Learn routine library procedures
- Alphabetize and/or put items in numerical order
- Shift the collection while maintaining the correct numerical order
- Interpret, apply and explain rules, regulations, policies and procedures
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others
- Push and pull library book trucks weighing 100-300 pounds
- Bend and stretch to reach high and low shelves

WORKING CONDITIONS

College library environment; subject to some physically challenging work such as moving furniture and locating and obtaining information and materials throughout the library of a wide variety of sizes and shapes. May require walking and standing for long periods while shelving. May require bending and stretching to reach high and low shelves.
