 **TOWN OF CARLETON PLACE**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **DEPARTMENT:** | Library |
| **DIVISION:** | N/A |
| **JOB TITLE:** | Library Page |
| **EMPLOYEE GROUP:** | Non-Union |
| **PAY GRID:** | 1 |
| **SUPERVISOR:** | Manager of Library Services |
| **REVISION DATE:** | June 2020 |

**POSITION SUMMARY:**

Responsible for shelving returned library materials and keeping all items in order on the shelves.

**DUTIES AND RESPONSIBILITIES:**

1. Shelves returned library materials.
2. Ensures library materials are in the correct order on the shelves.
3. Tidies the library by ensuring that all materials left by library users on tables, desks and chairs etc. are gathered and returned to the proper areas.
4. Assists on the circulation desk as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in

addition to the above from time to time as directed by the Manager of Library Services.

**EDUCATIONAL REQUIREMENTS:**

1. Minimum age of 14 as per the Occupational Health and Safety Act, Industrial Regulations.
2. Must have a social insurance number.

**EXPERIENCE:**

Library Page must be reliable and punctual.

**SKILLS AND ABILITIES:**

1. Ability to give friendly, helpful service to the public.
2. Ability to communicate effectively with patrons and staff.
3. Computer skills including word processing; inputting and manipulating data in an automated library system; use of library automated system circulation and public catalog functions.
4. The ability to learn the use of the Dewey classification system, and other library procedures is required.

**WORKING CONDITIONS:**

The position works shift work. Shifts vary between 2.5 and 11 hours per week and include evening and weekend work.

**PHYSICAL DEMANDS:**

The responsibilities will include physical demands such as lifting and carrying books and supplies for activities, as well as pushing heavy book carts. The Library Page must be able to handle several hours of standing, lifting, bending and repeated physical movements. Must be able to lift up to 35lbs. The Library Page may be expected to participate in various Library programs.

**ENVIRONMENTAL DEMANDS:**

The Library Page may have to serve a number of people at one time and may be interrupted frequently to meet the needs and requests of the public and of staff. The environment may be busy, noisy and the Library Page may be required to respond to stressful situations.

**SENSORY DEMANDS:**

The sensory demands will include the use of a computer, which may cause eyestrain and occasional headaches.

**MENTAL DEMANDS:**

The Library Page must be able to learn, understand, and use the Dewey Decimal system, as well as other systems of library shelving.

 **SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Safety Policy and understand their:

➣ Right to Participate;

 ➣ Right to Know;

 ➣ Right to Refuse Unsafe Work; and

 ➣ Right to Stop Dangerous Work.

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

|  |  |
| --- | --- |
| **INTERNAL** | CAO, Department Heads, Support Staff, Members of Council.  |
| **EXTERNAL** | Public, community organizations, non-profit organizations, vendors,  |

**APPROVED:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Manager of Library CAO

Services