



Campbell County Job Description

Classification Title	Library Page
Job Code	101
FLSA Status	Non-Exempt

GENERAL SUMMARY

Performs routine library tasks requiring the application of clearly defined procedures. Ensures books and library materials are put away correctly. Assists Library Specialists as needed. Maintains library materials. Assists patrons.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Sorts and shelves books and other library materials.
- Ensures library materials are correctly arranged on shelves and straightens materials on shelves to make sure they are neat.
- Moves library materials and assists in organizing collections or special projects.
- Retrieves, delivers, and re-shelves materials from storage locations as requested.
- Removes materials from book drops.
- Assists with a variety of clerical duties such as photocopying, filing, etc.
- Cleans audiovisual materials and repairs JCA kits as assigned.
- Aids Library Specialist with programming.
- Assists with library closing procedures.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Less than high school diploma (or GED equivalent)
- No experience required



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- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications:

- None

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, methods and computer equipment
- Alphabetizing
- Dewey decimal system

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Customer service

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Arrange items in alphabetical and numerical order
- Shelf materials properly
- Properly clean and maintain library equipment



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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels</i>)	X		
Other	X		



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

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