

COUNTY OF GILLESPIE
JOB DESCRIPTION



Library Page For
Pioneer Memorial Library

Department: Pioneer Memorial Library

Position/Title: Library Page

Pay Grade: P-10

FLSA Category: Nonexempt position

GENERAL DESCRIPTION:

The Library Page performs library, archival, or data records services compiling records, sorting, shelving books, issuing, and receiving library materials.

ESSENTIAL DUTIES / FUNCTIONS:

The Library Page is responsible for performing repetitive duties and responsibilities which, under the supervision of the Library Administrator, may include but are not limited to the following:

- Shelving library materials accurately in alphabetical and or numerical order.
- Continuous and ongoing shelf reading of the collection for misplaced or mis-shelved materials.
- Daily straightening, "edging" and cleaning library material and the shelves.
- Lifting, carrying, distributing, pushing, packing of materials on carts and / or boxes weighing up to 50 pounds.
- Providing general assistance to library personnel and library patrons.
- Report any damaged equipment, safety hazard or possible safety hazard in the facility.
- Perform other related duties / functions as may be required or as delegated by the Library Administrator.

KNOWLEDGE, SKILLS, and ABILITIES:

The ideal candidate will have the following Knowledge, Skills, and Abilities:

- Previous work experience using the Dewey Decimal system.
- Previous work experience involving alphabetical filing.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- Must be at least 16 years of age.
- Must consent to and pass criminal background check.
- For individuals under the age of 18, it is a requirement that they are enrolled in a school supervised and or school administered work study program.

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. The location of this position is primarily in the Pioneer Memorial Library which consists of a normal office environment, multi-person, open bay area typical of a public library setting (heated/air conditioned).

Physical Ability: Some tasks require the ability to exert medium physical effort in medium work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks may involve extended periods of time climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motion at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions may be occasionally performed with exposure to adverse environmental conditions, including exposure to damp/wet surfaces, dusty conditions, fumes, and odors.

Normal work schedule is Monday through Friday, twenty hours per week, with varying schedules possible on occasion. Overtime and/or unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. County employees are required to record their work hours properly and to submit time records promptly to their supervisor.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please Return your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room 102-B

Mail: Gillespie County, 101 W. Main St., Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature_____

Date_____