

FRASER VALLEY REGIONAL LIBRARY

JOB DESCRIPTION

JOB TITLE: Page

November 27, 2009

JOB CLASSIFICATION: PAGE

FUNCTION:

Under the direct supervision of the **Community Librarian, Library Supervisor, Library Supervisor (Small Branch), Operations Supervisor** or designate, the Page is responsible for performing a variety of **elementary** duties related to the physical organization and maintenance of library materials.

WORK PERFORMED:

1. Sorts and organizes material for shelving, shelves material, tidies shelves and shelf-reads to ensure material is in its proper place.
2. Picks up material used in-house for re-shelving or re-filing.
3. Assists in pulling holds and/or emptying book drops.
4. Assists with packing and unpacking of library materials.
5. Cleans books, CD's, videos and other materials.
6. Assists in minor repairs of library materials.
7. Assists in physical set up of facility for library programming.
8. Responds to directional questions and refers customers to appropriate staff.
9. Performs other related duties as assigned.

RELATIONSHIPS:

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| 1. | Supervisor | Direct: | Community Librarian
Library Supervisor
Library Supervisor (Small Branch)
Operations Supervisor |
| | | Advisory: | Assistant Operations Supervisor |
| 2. | Staff Supervised | Direct: | N/A |
| | | Advisory: | N/A |
| 3. | Other | Contact with FVRL staff and customers. | |

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to follow oral and written instructions.
2. Knowledge of the English language, spelling, punctuation and arithmetic, including decimals.
3. Ability to arrange items in alphabetical and numerical order.
4. Ability to recognize the need for shelving changes and to evaluate the physical condition of library materials.
5. Ability to work collaboratively in a team environment with all levels of staff and customers with courtesy, tact and co-operation.
6. Physical ability to perform the duties of the position.

EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:

Successful completion of Grade 10.