

Supported Page

JOB TITLE: Supported Page

FLSA STATUS: Non-exempt

GRADE: 31

DEPARTMENT: Public Services

APPROVED DATE: 01/2022

REVISED DATE:

Job Summary

Performs support tasks to contribute to a library or department's effective operation.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Provides effective and efficient library support services to include shelving and retrieving materials, collecting and sorting by classification returned materials from book drops and circulation areas, and inspecting items for damage and cleanliness.
2. Assists in maintaining the library's shelved materials areas and reading rooms in neat, clean, and orderly condition.
3. Service Center: assists with the collection maintenance process such as by removing barcodes, stamping, boxing, and relocating materials.
4. Assists with shelf reading as assigned.

Additional Duties and Responsibilities

1. Attends meetings, trainings, and workshops as assigned.
2. Assists with special projects as assigned.
3. Perform other duties as assigned.

Supervision

The position reports to a Supervising Public Service Assistant, Library Circulation Supervisor, or Library Manager and is supported by a job coach. Supervision of the work of others is not part of the position's work.

Knowledge, Skills, and Abilities

1. Knowledge of alpha and numeric systems for arranging library materials.
2. Organization and attention to detail.
3. Ability to work cooperatively and maintain effective interpersonal skills with others.
4. Ability to operate relevant computer systems including hardware and software, such as email and internet navigation.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Volunteer experience with Sno-Isle Libraries preferred.

Physical and Environmental Conditions

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

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent may be required to identify and organize library materials such as books, audiobooks, and DVDs based on small-print numbers and alphabetical characters on spine labels; inspect library materials including opening media cases; accurately apply labels or stamps; and frequently move about to access book bins, shelves, and carts. An incumbent

must regularly move objects or materials such as book carts or bins, including transfer of books and other materials to shelves of varying heights. Incumbents may be required to move carts of books and other materials and frequently move about the building for extended periods of time.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.