

**CITY OF UMATILLA
JOB DESCRIPTION**

**LIBRARY PAGE
DEPARTMENT/DIVISION: LIBRARY**

GENERAL STATEMENT OF JOB

Shelves and maintains library stacks. Assists with keeping library clean and orderly. Assists with daily operations at library circulation desk. Provides exceptional customer service by assisting library patrons with navigating and utilizing library resources and facilities. Fosters a welcoming and positive environment through professional interactions with patrons, staff, and volunteers. Contributes to the development and delivery of engaging programs and services for all age groups. Works collaboratively under the direct supervision of the Library Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS:

Works flexible schedule including nights and weekends.

Shelves items and maintains library stacks. Also responsible for shelf maintenance: reading, straightening and shifting materials.

Creates displays and bulletin boards and other promotional materials.

Organizes and disseminates information from other government and non-government agencies.

Updates and maintains online calendars.

Uses email and follows all relevant policies regarding online access, databases and functions.

Acts as Voter Registration Agency representative, assisting patrons who wish to register to vote.

Performs opening and closing procedures and assists with building security.

Enforces patron guidelines and/or patron code of conduct.

Keeps library clean and orderly through routine spot-cleaning of patron spaces, shelving and shelf-reading, and picking up materials after patrons.

Takes out garbage to garbage bins and moves garbage bins to curb and back to library as needed.

Light housekeeping including, but not limited to, cleaning and maintaining appliances such as staff refrigerator, resupplying toilet paper, sweeping and dusting.

Maintains safe environment including monitoring for trip hazards and correcting any observed issues with ADA compliance.

Registers patrons for programs and classes being held at the library.

Compiles statistical reports.

Rev. 4/9/2024

Performs simple non-computer equipment maintenance.

Completes training as mandated.

Performs the day-to-day duties of a circulation desk, including circulating library materials through check-in, check-out, and renewals. Managing patron accounts by registering new patrons, updating records, and handling payments and fee collection/waivers. Facilitating patron requests by placing holds and locating missing items.

Answers and routes telephone, email and other communications.

Assists in processing courier shipments.

Counts down cash drawer at beginning and end of day as needed.

Uses city financial software to perform cashier functions for cash, checks and credit card payments.

Accepts cash and check donations to the Friends of the Umatilla Public Library, Inc., on their behalf and stores them in secure cash box or zipper bag.

Processes intralibrary and interlibrary loan requests.

Retrieves library materials from the book drop.

Checks in newspapers and periodicals.

Provides basic reference service to patrons.

Assists library patrons with reference, reader's advisory and account management.

Assists library patrons with use of library technology and applications.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

Checks library items for damage, and makes minor repairs on library material.

Sorts through donations and organizes according to technical services standards.

Assists in preparing and presenting in-house and outreach library programs for all ages.

MINIMUM QUALIFICATIONS

Some high school required. Entry-level position. Must have practical experience with computers. Bilingual (Spanish) preferred.

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of equipment including a computer, telephone, copier, cash register, etc. Must be able to exert up to ten pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects. Work involves bending, stooping,

reaching, kneeling, and lifting, but mostly sitting. Must be able to lift and/or carry up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling to convey or exchange information. Includes receiving instructions from a supervisor.

Language Ability: Requires the ability to read and/or prepare a variety of forms and documents including purchase orders, overdue notices, patron registrations, etc., using proper format.

Intelligence: Requires the ability to apply principles of rational systems to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to identify items for their proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words hearing: perceiving nature of sounds by ear).

APPROVAL SECTION

Received by: _____ Date: _____
(Library Assistant I)

Reviewed by: _____ Date: _____
(Department Head)