



Job Title: **Page**  
Department: Circulation Services  
Reports to: Circulation Services Assistant Department Head  
Supervises: N/A  
FLSA Status: Non-Exempt  
Pay Grade: 1  
Job Classification: Specialist I

### **OVERVIEW:**

The Hussey-Mayfield Memorial Public Library has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting-edge technologies, develops modern amenities, and offers personalized, up-to-date services. We promote collaborations, and foster knowledge and entertainment throughout the community.

We are an Equal Opportunity Employer.

### **JOB SUMMARY:**

The Page is responsible for organizing and shelving materials in their proper location and assisting with the processes involved in transiting items between libraries. This role also completes various support tasks that assist with the day-to-day operation of the library.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Ensures a positive customer experience in interactions with both patrons and staff
- Sorts and shelves Library materials efficiently and correctly
- Provides directional information to Library patrons
- Reads shelves for accuracy and re-shelves misplaced items
- Shifts and straightens materials as necessary
- Refills empty displays as directed
- Processes incoming/outgoing transiting items
- Performs routine support tasks as assigned (i.e. simple computer operations, clearing tables, re-positioning chairs, emptying the book drop, arranging materials in their proper order on carts, and packing/unpacking materials in transit between libraries)
- Effectively manages assigned email and communication accounts by reading and replying to messages in a timely manner

### **NON- ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Provides assistance with program space setup
- Assists with library-wide events
- Aids departments with special projects as assigned

***The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.***

**EDUCATION, WORK EXPERIENCE REQUIREMENTS & PREFERENCES:**

- Required: Must be at least 16 years of age
- Required: The ability to obtain a work permit, if required
- Required: Demonstrated ability to read and properly file alphabetically and numerically
- Preferred: Prior experience working on a team
- Preferred: Familiarity with the Dewey Decimal System

**PHYSICAL DEMANDS:**

- **Frequently:** reading, writing, eye-hand coordination, hearing, seeing, talking, standing, sitting, walking, squatting, bending, pushing, and pulling
- **Rarely:** climbing, crawling, lifting items over 20 pounds, sitting for extended periods

***The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.***