

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Library Page**

Dept: **Public Services**

Reports to: **Varies**

Effective Date: **Revised January 2021**

Job Code Number: **20961**

Grade Number: **3, Represented**

FLSA Status: **Non-Exempt**

General Position Summary:

Performs work that involves handling and shelving of library materials in an accurate and timely manner. Maintains the general order of the library by straightening the books and materials on shelves and by keeping floors and tables clean and orderly.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Shelves and maintains order of materials.
2. Moves, distributes and assists with processing of incoming and outgoing materials manually and using materials handling equipment.
3. Assists with opening, maintaining and closing libraries, including equipment and grounds activities.
4. Prepares rooms for meetings and assures that accessories needed for meetings are available.
5. Inspects materials for damages and process accordingly.
6. Assists with program setup and takedown.
7. Assists with displays and assigned projects and programs.
8. Provides minimal directional assistance to patrons. Refers other questions.

Shipping - Sorts and packs books being sent to various libraries. Receives and sorts books being returned to the Shipping.

Service Center (CMS)- Provides support to the departments in Collection Management Services. Selects, processes and distributes materials in a timely manner. Disposes of materials for annual book sale. Checks materials received at the Service Center for damage.

Service Center (Office Support) – Provides supports to the departments by processing library materials and/or sorting, alphabetizing, copying, binding, printing, archiving and filing office documents.

Secondary Duties:

1. Participates in activities such as committee work, training, staff meetings, etc.
2. Performs other related duties, as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Approachability

Listens more than they talk; allows appropriate time for interactions; purposely builds rapport, sets positive tone and exhibits confidence by body language and speech. Maintains boundaries.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Any combination of education and experience that allows the successful performance of the job.
- Ability to read English and sort in alphanumeric order; ability to learn the Dewey Decimal System.

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands to grasp objects and lift individual books, frequently required to stand and walk and reach at all levels with hands and arms, frequently repetitive to shelve books and up to frequently will bend. The employee will frequently lift/carry 3 pounds, occasionally up to 20 pounds and seldom up to 35 pounds. Will occasionally push/pull carts using moderate force and frequently push/pulls with light force to straighten books.

WORK ENVIRONMENT

Work is performed primarily indoors though the position is required to remove debris from parking or landscaped areas. Almost all tasks involve continuous standing. May encounter situations that involve behavioral issues. Varied work hours, including weekends and evenings, which may change periodically.

Advancement Possibilities:

Open depending on education and training

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR