

# Oshkosh Public Library

## Position Description

**Position:** Page  
**Classification:** Page  
**Departments:** Public Services, Information Services  
**Date:** August 2019

### GENERAL PURPOSE

This position is primarily responsible for providing a smooth and timely flow of library materials.

**Supervisors:** Circulation Operations Manager, Public Services Operations Manager

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty / Responsibility	Performance Standards
<ul style="list-style-type: none"><li>• <b>Shelving:</b> Shelve all reference, genealogy, and local history materials with accuracy and efficiency.</li></ul>	<ul style="list-style-type: none"><li>• Shelving all material with minimum of 97% accuracy.</li></ul>
<ul style="list-style-type: none"><li>• <b>Interlibrary Loans:</b> Follow procedures on processing requests. This includes filing paperwork and labeling &amp; packaging materials.</li></ul>	<ul style="list-style-type: none"><li>• Materials are processed accurately and made available to customers in a timely matter.</li></ul>
<ul style="list-style-type: none"><li>• <b>Newspapers:</b> Organize and weed collection.</li></ul>	<ul style="list-style-type: none"><li>• Customers will find the newspapers in neat order. Old newspapers removed to second floor, disposed or retained in basement.</li></ul>
<ul style="list-style-type: none"><li>• <b>Magazines:</b> Annually weed collection and label boxes.</li></ul>	<ul style="list-style-type: none"><li>• Customers will be able to find magazines in appropriately labeled box.</li></ul>
<ul style="list-style-type: none"><li>• <b>Local History &amp; Genealogy</b> Assist Information Services staff in maintaining the local history &amp; genealogy collection. This will be accomplished by labeling, dating, filing, and copying items on archival paper.</li></ul>	<ul style="list-style-type: none"><li>• Customers and staff will be able to easily find materials.</li></ul>

<ul style="list-style-type: none"> <li>• <b>Miscellaneous:</b> Pick up materials left by patrons in the Waters Building, reshelve reference and local history materials, perform others duties assigned by librarian or library assistant.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out various miscellaneous duties that assist other staff or that help maintain collection neatness and management.</li> </ul>
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## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of library policies, procedures and rules.
- Basic computer skills including data entry and word processing. Skill in the operation of software needed to perform the job includes library automated software, web content software, and email providers.
- Ability to work confidently in high-pressure, fast-paced environment. Able to prioritize tasks appropriately during busy periods and make effective use of slow periods.
- Skill in communicating effectively with people from diverse backgrounds; successfully negotiate situations where customers are upset.
- Ability to work independently with limited direct supervision; establish and maintain effective working relationships; process confidential materials with discretion.
- Ability to memorize the location of various library materials in the workroom and on library floor.
- Ability to learn new technologies.

## **REQUIRED EDUCATION AND/OR EXPERIENCE**

- Must be at least 16 years old.

## **TOOLS AND EQUIPMENT USED**

Personal computers, printers, photocopy machines, telephone, and other related office equipment.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee may be required to sit or stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is moderate. Most work is indoors.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.