

Position Title: Library Page
Department: Flint Memorial Library
Reports to: Borrower Services Coordinator
Hours: Part-time 15 hours per week
Date: January 13, 2023
Salary: \$15.24 per hour

Responsible for providing a variety of routine library functions, such as emptying book drops, shelving books, shifting collections, maintaining files, special project support and related work as required by Department Heads.

PRINCIPAL RESPONSIBILITIES:

- Empties book drops and book carts.
- Completes daily pull list for Inter-library loans.
- Shelves or stores library materials in all formats as required -- filing and retrieving books, audio-visual formats, back issues of magazines, newspapers, and/or periodic collections for returns and the holds list.
- Maintains library collections in a neat, orderly and accessible condition; cleaning and dusting shelves as needed.
- Shifts and re-labels collections as needed.
- Provides courteous minimal assistance to library patrons if approached, directing them to library staff or collections as appropriate.
- Assists in special projects as directed by Division Heads.
- Performs other related duties of a similar nature and complexity as required.
- Performs varied, but routine, clerical duties in accordance with prescribed procedures, which require attention to detail and a thorough knowledge of the Dewey Decimal System.

EDUCATION AND EXPERIENCE:

High school diploma or equivalency required, B.A. preferred. Basic computer knowledge required. Previous library experience preferred.

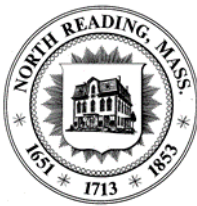
SCHEDULE AND SALARY:

This position is a part-time union position with accrued sick and vacation time. Schedule is Monday-Friday, three (3) hrs. Per day for a total of fifteen (15) hours per week.

How to Apply:

Interested candidates should send a cover letter and resume to jobs2@northreadingma.gov.

The Town of North Reading is an Equal Opportunity Employer



Physical Requirements - Library Page			
PRIMARY		COGNITIVE AND SENSORY REQUIREMENTS:	
LIFT up to 10 lbs:	Occasionally required.	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Occasionally required.	Hearing:	Necessary for receiving instructions and queries.
LIFT 26-50 lbs.:	Not required.	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Occasionally required.		
CARRY 11 to 25 lbs.:	Occasionally required.		
CARRY 26 to 50 lbs.:	Not required.		
CARRY over 50 lbs.:	Not required.		
REACH above shoulder height:	Occasionally required.	Other Physical Considerations	
REACH at shoulder height:	Frequently required.	Twisting:	Occasionally required
REACH below shoulder height:	Occasionally required.	Bending:	Occasionally required
PUSH/PULL CARTS up to 50 lbs.:	Frequently required.	Crawling:	Not required.
		Squatting:	Occasionally required
		Kneeling:	Occasionally required
DURING A 3 HOUR SHIFT, EMPLOYEE IS REQUIRED TO:		Crouching:	Occasionally required
		Climbing:	Occasionally required
		Balancing:	Not required.
Consecutive Hours		HAND MANIPULATION	
Sit:	1 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
Stand	2 2 3 4 5 6 7 8 - Varies Daily	Handling:	Frequently required
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Torquing:	Frequently required
		Fingering:	Frequently required
Total Hours			
Sit	1 2 3 4 5 6 7 8		
Stand	1 2 3 4 5 6 7 8		
Walk	1 2 3 4 5 6 7 8		
Controls and Equipment:	Computer, telephone, copier and scanners.		
Work Surfaces:	Standard office desk and chair, computer work station, tile, carpet, cement floor, table, service counter.		