

## Job Description

**Job Title:** Library Page II

**Job Code:** 907002

**Job Family:** Library

**Pay Grade:** JC.12.11

**FLSA:** Non-Exempt

**EEO:** Administrative Support

**Department/Agency:** Library

**Position Number(s):** Multiple

**Recommended Position Title(s):** Senior Library Page

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Shelves material based on location; prioritizes workload with an emphasis on shelving carts and accuracy; participates in discussions about workflow efficiencies.
- Completes shelf reading and/or inventory assignments; weeds collections according to Collection Department Guidelines; merchandises the collection through displays, face-outs, and shifting materials; completes opening and closing procedures; boxes donations; discharges materials and processes holds; empties book drop(s).
- Assists patrons; provides minimal directional, technological and reader's advisory service, referring in-depth questions to appropriate library staff; utilizes Guidelines for Enforcing Patron Code of Behavior to maintain a safe and comfortable environment.
- Works with supervisor, subject matter experts, and Training Team to identify training, development, and growth opportunities and requirements; engages and looks for value in all coaching and learning opportunities; acquires and applies knowledge and skills gained in learning opportunities.
- Attends system-wide and staff meetings, or obtains information if unable to attend; provides support and coverage for coworkers as needed; participates in committees; understands and supports system-wide strategic objectives; tracks statistics.
- Ensures organized Page workflow during evening and weekend shifts; answers routine questions related to workflow efficiencies or processes; trains new page staff on shelving tasks; coaches or shadows new staff during the introductory period; reports department concerns to supervisor.

**Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

## Job Description

### **Minimum Job Requirements:**

High school diploma or equivalent; and one (1) year of experience providing customer service in a library or public service environment.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

None

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Lifting weight: 40 lbs.

Excessive standing and/or walking 80-90 % of time.

Shift work on evenings and weekends.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.