

**Page Non-Bargaining Unit**

**Review the summary of the job description below AND apply today: [6192694:Career Search \(saashr.com\)](https://saashr.com)**

**GENERAL SUMMARY**

The Page works under moderate supervision, organizes and shelves returned library materials in the appropriate location. Searches for, retrieves and prepares materials per instructed requests.

**JOB REQUIREMENTS**

Competencies that an incumbent should be able to demonstrate and that are reflected in the knowledge, skills and abilities that lead to satisfactory accomplishment of the Essential Job Functions include Communication Skills, Feedback, Listening, Quality Focus, Customer Service, Results Focus, Attention to Detail, Dependability, Diversity Focus, Taking Initiative/Responsibility, and Teamwork Focus. In addition, incumbents are expected to demonstrate proficiency in the Function/Task Specific dimension of Computer Knowledge and Use.

Specific Knowledge, Skills, and Abilities required include:

1. Basic knowledge of alphabetizing and Dewey Decimal system.
2. Interpersonal skills necessary to work courteously and effectively with other employees and the public.
3. Consistent attendance according to schedule.

**ESSENTIAL JOB FUNCTIONS**

1. Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
2. Sorts and organizes returned materials onto carts; returns and shelves them in proper designated areas.
3. Ensures materials are organized and arranged on shelves in correct order; shifting and straightening as necessary.
4. Collects materials from book drop, and prepares them for re-shelving.
5. Searches and locates materials per request lists and other requests.
6. Straightens patron areas returning materials to proper place, moving furniture and replenishing supplies.

7. Provides basic customer service to patrons as needed, such as answering directional questions or carrying materials.
8. Prepares meeting rooms, ensuring they are properly arranged, doors are unlocked and needed equipment is in place.
9. Rotates/purges dated newspapers and periodicals.
10. Flags materials for repair, mending or processing.
11. Assists in daily opening and closing of library building as needed.
12. Clears walkways of snow and ice as needed.

#### **Summary Minimum Education & Experience Required**

1. No experience required.
2. May require work permit if under age 18.

#### **OTHER TESTING/LICENSES REQUIRED**

1. A criminal background check is required for candidates over the age of 18, as are pre-employment screens for drug and nicotine usage.
2. Must have reliable means of getting to and from work.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

1. Routine lifting of moderately heavy items, such as computer equipment or records boxes (over 25 pounds and up to 50 pounds without assistance), pushing full carts and/or standing for long periods of time as well as frequent stooping and bending.
2. No major sources of working conditions discomfort, i.e. standard work environment with possible minor inconveniences due to occasional noise, crowded working conditions, and/or minor heating, cooling or ventilation problems.