

DEPARTMENT: NORTH TONAWANDA LIBRARY
CLASSIFICATION: NON-COMPETITIVE
APPROVED: JUNE 6, 2011

SENIOR PAGE

DISTINGUISHING FEATURES OF THE CLASS: The work involves leading and training library pages in designated tasks. This position is responsible for organizing and supervising the shifting of books and materials to insure proper space for collections. The incumbent performs routine clerical tasks, helps at the public services desks, and assists Librarians in various library operations. Direct supervision is received from a Senior Library Clerk Typist. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Sorts and shelves or files government documents, pamphlets, special collections of books and materials;
2. Sorts and shelves books where classification is complicated;
3. Inspects audio visual materials for defects;
4. Revises shelving for proper placement by classification, assists in gathering data for collection use statistics and for shifting parts of collections;
5. Under supervision, directs Library Pages in shifting of books and other materials in assignment of shelving duties;
6. Assists at public service desks with routine circulation functions, use of computers and microfilm equipment, and at special children's department programs;
7. Performs routine physical processing of library materials and books to ready them for circulation and mends books and other materials as needed;
8. Under supervision, enters holding information for periodicals and newspapers and deletes holdings from collection database as directed;
9. Assists Librarians in library functions as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and carry out directions; abilities to give directions to library pages and to serve as their immediate supervisor; ability to meet the public with proper customer service attitude; capable of working without immediate supervision; mental alertness and physical stamina, neatness; tact; willingness to follow a prescribed routine; ability to get along well with others; ability to lift boxes of books, push heavy book carts, and move large quantities of books between shelves; physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS:

Completion of a standard grade school course.

Non-competitive approved by State CSC 12/17/2001.