



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: LIBRARY PAGE
Jurisdictional Class: Labor
Civil Division: Seymour Library
Adoption: CSM 8/11/93
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a public library and involves responsibility to perform a variety of non-professional support tasks under direct supervision. The work consists mainly of assisting patrons in getting books, publications, records, or using resources and issuing or shelving books with only a limited amount of clerical work involved. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reshelves returned material;
Reads and straightens materials on library shelves, shifts materials as directed, clears tables, and keeps library in order;
Assists in preparing and setting up library displays and bulletin boards;
Empties book drops and carries materials to circulation desk;
Makes minor repairs to library material and equipment;
Sorts, shelves, relocates, and searches for library materials;
Provides simple directional information to patrons;
Assists patrons in use of audiovisual equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good general intelligence;
Ability to establish good relationships with adults and children;
Ability to acquire a working knowledge of library rules and procedures;
Ability to maintain discipline;
Interest in knowledge and reading materials;
Ability to sort material in alphabetic or numeric order;
Ability to read English.

MINIMUM QUALIFICATIONS:

None