



500 E. High St. Pottstown, PA 19464

Job Title:	Library Page	Job Category:	Hourly/Non-Exempt
Department/Group:	Circulation	Hours Per Week	20 Hours per week
Location:	PRPL - All floors	Travel Required:	None
Level/Salary Range:	\$10 – 12.50 per hour	Position Type:	Part-Time
HR Contact:	Executive Director	Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		
Applications Accepted By:			
EMAIL: PottstownLibrary@mclinc.org Subject Line: Library Page Application		MAIL: Mindy Lee M. Lipsky Pottstown Regional Public Library 500 E. High St. Pottstown, PA 19464	
Job Description			
POSITION SUMMARY Under the supervision of the Head of Circulation, shelves all library materials and maintains the collection in order on the shelves. Assists with checking in library materials.			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Sorts and shelves Library materials following established priorities • Straightens library materials on shelves • Fills in Displays • Inspects materials for signs of wear and damage • Maintains materials in correct alphabetical and Dewey order • Empties book-drops • Moves materials within the building • Performs daily cleaning and maintenance duties, including, tidying, disinfection, and trash removal for the entire library. • Performs special projects as requested by Head of Circulation or Youth Services Librarians 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • Completion of two years of a standard high school course; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities • Must be a minimum of 16 years of age • Ability to alphabetize and learn the Dewey classification arrangement • Ability to follow written and oral instructions and work independently • Ability to work cooperatively with others as a team 			

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- Manual dexterity to reach between books and other materials during shelving

PREFERRED SKILLS

Energetic and accurate shelving of our library materials

Keep the items on the shelves looking attractive and easy to find.

Assist with special projects as assigned by the Head of Circulation.

A SHELVING TEST IS REQUIRED AND WILL BE GIVEN AT THE TIME OF INTERVIEW.

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle, lift, move, shift library materials weighing up to 75 lbs.
- Ability to maneuver and to wheel books carts weighing up to 125 lbs.
- Must be able to stand for up to 4 hours during a shift
- Must be able to repetitively perform fine motor manipulations like typing, writing, cutting, etc.

ADDITIONAL NOTES:

CLEARANCES REQUIRED: All library positions require the following,

- Report of criminal history from the PA State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint based federal criminal history submitted through the FBI.

You are required to have a copy of clearances for your personnel file. You will not be reimbursed for the out-of-pocket cost of these clearances.

Last Updated By:	M Lipsky	Date/Time:	7-14-2023
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Disclaimer: The information in this job summary is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. You may be required to perform other duties and responsibilities as assigned.