City of Fort Worth, Texas
Job Description

Classification Title	Library Page		
Job Code:	CL5100	**Job Family:**	Clerical
Pay Grade	501	**Date Reviewed:**	07/18/15
FLSA Status	Nonexempt	**Date Revised:**	

GENERAL SUMMARY

Performs manual and clerical duties in a library. Shelves various library materials, reshelves misplaced materials and performs other support services.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Sorts and shelves books in alphabetical, chronological or numerical order.
2. Conducts periodic checks on all shelved materials, making sure items are in proper order.
3. Maintains shelved books to ensure accuracy and proper placement.
4. Displays flags, magazines and newspapers daily.
5. Check in items from book drops.
6. Searches for reserved or missing library materials.
7. Pulls damaged material from the shelves to be repaired. Discards selected items.
8. Assists patrons in locating various shelved items or other areas of the library.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
  - Basic library services, functions, and organization.
  - Library policies and procedures.
  - Library lay out and filing system.
  - Dewey Decimal System.
  - Bibliotecha system and Horizon system.
  - Alphabetical and numeric order.
  - Computers and job related software.
  - Discard procedures.

- Skill in:
  - Organization.
  - Observation.
  - Time management.
- Ability to:
  - Learn Dewey Decimal system.
  - Understand and follow verbal and written director.
  - Communicate clearly and effectively, both verbally and in writing.
  - Accurately sort and file alphabetically, chronologically, and numerically.
  - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Less than a high school diploma/GED and no prior experience required.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

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

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.