Portage Lake District Library

**Library Page**

Job Description

All Portage Lake District Library employees have duties and responsibilities described in the PLDL Universal Job Description.

Circulation staff in the position of Library Assistant and the Circulation Supervisor supervises the person in this position.

A Library Page does not supervise other employees.

A Library Page is a PLDL employee who is assigned basic level duties and responsibilities based on time of service at PLDL, education, other library experience, demonstrated superior performance or a combination of these qualities.

A Library Page also:

1. Focuses on providing library services to library users, especially at the public service desk. These services include providing materials, participating in programming, and producing displays.
2. Processing of materials, especially shelving of returned materials, is a primary part of this position.
3. Makes recommendations to the Circulation Supervisor for material purchases.
4. Participates in reference services only in direct cooperation with a Librarian One or higher.
5. Performs other duties as assigned.

This position requires:

1. Some high school classes and a work permit from the person’s school (if applicable).
2. At least a basic level of computer capabilities.
3. Ability to relate effectively to library patrons and to co-workers.
4. Strong oral and written communication skills.

People working in this position need to be able to see, stand, walk and lift up to 40 pounds.