

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
PAGE I	\$7.48/HR	2-13-2015

Weber County Library - 20-29 hr/wk - Part-Time - Partial Benefits - Sick-Vacation & Retirement Benefits

*Preference given to bi-lingual (English/Spanish) applicants. Preferred applicants will work flexible hours, including some evenings and weekends, to re-shelve library materials and perform other routine clerical tasks in a variety of settings. Must be proficient in using alphabetical and numerical organizational systems to organize materials.*

**Mission:** All library employees are hired to assist in the provision of relevant information services to all segments of the community so that individuals can make meaningful decisions in their lives and participate as full-fledged members of our democratic society. Employees are responsible to work to provide an environment of “neutral ground” where all may come together to gain information, to affirm a common good, and to pursue both group and individual goals. That is, library employees are not hired to give government sanction to a set of particular ideas or values, but rather to provide open access to materials representing all points-of-view. In order to accomplish this mission, employees are hired with the understanding that their day-to-day job duties, shift assignments (including evenings, weekends & holidays) and work locations may be modified or changed in order to provide the best information services possible in a hospitable and safe environment. All employees are hired to uphold the general principles set forth in the American Library Association’s *Code of Ethics*, *Library Bill of Rights*, and *Freedom to Read Statement*; to make decisions according to a formalist system of ethics; and to implement decisions according to innovative management and proven economic principles. As part of their annual performance plan, employees will develop a “self-learning agenda” which will serve to help them keep abreast of the skills they need to: 1) provide excellent public service; and 2) help further their own careers in a dynamic and ever-changing environment.

**General Duties:** Under the close supervision of a Senior, Professional, Associate, Assistant, or Technical staff member, a Page performs the following types of entry level duties: Bibliographic entry; collection maintenance; equipment maintenance; building, grounds, and vehicle maintenance; routine directional service; and other tasks of an entry level clerical nature as required by individual library divisions. Assignments in this position category are based upon general proficiencies such as the ability to read, alphabetize, sort by decimal number, etc. Success depends largely on the ability to learn, adapt, work effectively with others, and assume responsibility. Each employee must annually sign and successfully complete a results-oriented performance plan, based upon the specific job duties for their position and upon the individual employee's performance needs.

**Performance Results:** (Note: Any one position may not include all of the results listed, nor do the listed examples include all of the results which may be found in positions of this class. That is, employees may add results, and specific areas of assignment within the library may require the employee to perform fewer results than in other areas.)

**Collection Management** Follows established collection development procedures and benchmarks. Aids with an ongoing, written collection development plan. Aids in the implementation of appropriate training opportunities for self and others.

Aids in the implementation of guidelines for system weeding plans. Aids in maintaining the bibliographic and customer data bases. Aids in collating and filing materials according to standard classification schemes.

**Fiscal Management** Follows procedures to ensure that public funds are received, recorded, deposited, and expended in an acceptable and honest manner. Aids in compilation of the division budget. Aids in training opportunities to ensure fiscal accountability. Aids in system fund raising activities.

**Personnel Management** Aids in appropriate and effective communication at all levels. Aids in training of new employees. Aids in the implementation of quantifiable performance standards to be used as criteria for evaluating the performance of self and others. Aids in dealing with problems associated with below standard performance of self and others. Aids in recognizing outstanding work performance in the division. Aids in documentation of their own work performance. Follows work schedules to ensure adequate staffing and the best use of available resources.

**Program Management** Aids with a programming plan which advances the mission, roles, goals, and principles of the library system. Aids with system guidelines for tours, outreach activities, and library sponsored events. Aids with procedures for the appropriate use of meeting rooms and exhibit areas. Follows procedures for library sponsored events.

**Property Management** Supports system property management plan.

**Public Service Management** Follows guidelines for system functions and services in order to identify and solve problems, plan for change, and improve the quality of customer service. Aids in the implementation of a quality customer service program. Aids in quality reader's advisory services. Aids in quality reference and referral services. Aids in quality customer accounts management services. Aids in a quality staff training program. Aids in a quality public relations plan.

**Technology Service Management** Follows short term technology plans that help the library keep pace with the changing information environment. Aids in a maintenance program for library technology resources. Aids in simple program functions which assist the public in utilization of computer and other technological resources. Follows procedures for documenting the use of technology related services.

***General Qualifications: The Page classification does not require formal academic training in library subjects, but a high school degree or equivalency is preferred or an equivalent combination of education and experience.***

Assignments in this category are based upon general, educational proficiencies such as reading, general mathematics, knowledge of a computer keyboard, etc. Basic library terminology and routines are best learned on the job. Job assignments will vary within each division according to the library's need, but each employee will be expected to have basic skills associated with bibliographic maintenance (keyboard skills, etc.); collection maintenance (ability to file materials alphabetically and

by Dewey Decimal Number, etc.); equipment maintenance (ability to clean keyboards, replace cartridges and ribbons, etc.); building, grounds and vehicle maintenance (knowledge of cleaning supplies and equipment, ability to operate cleaning and yard equipment, etc.); and general public information skills (answering the phone, shelving or retrieving materials according to standard library classification schemes, etc.). Must be able to operate basic equipment found in the library divisions (computers and printers, microfilm machines, copy and FAX machines, etc.). Must be able to follow Board policy and Library Administrative plans and procedures, take initiative, work well with staff and public, and accept responsibility for his/her own actions.

***Special Qualifications:*** Must be able to work rotating shifts (seven days a week), flexible hours (morning, afternoon, and evening), and holiday hours when the library is open. All Page staff will work a minimum of two evenings per week and will alternate weekend shifts with the other employees in their divisions. They will also work holiday hours of equal proportion to those of other employees in their division. Page staff are not exempt from the Fair Labor Standards Act. Under the guidelines of the law, they may be required to work extra hours to cover for those employees who may be on vacation, sick leave, etc.

***Tools and Equipment Used:*** Including but not limited to: computers (networked and stand-alone), complete with various applications software; library collections (circulating, reference, CD-ROM, on-line, etc.); telephone, FAX machine, microfilm and microfiche machines, and reading machines for the blind; copy machines; video tape machines and satellite video distribution networks; various projectors and public presentation media; vacuums, lawn mowers, snow blowers, carpet cleaners, etc.

***Physical Demands:*** While performing this job the employee is regularly required to lift up to twenty-five pounds, and occasionally up to fifty pounds. Must be able to shelve materials at a maximum height of six feet; use hands to finger, handle, feel, or to operate computer keyboards, tools, or controls; and reach with hands and arms. Must be able to operate small equipment. Must be able to move about the area, talk with customers, and hear customer responses. Must have excellent close vision and good distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

***Work Environment:*** While performing the duties of this job, the employee regularly works in a library public service environment, business office environment, in a library shop, or on library grounds.

***Affirmative Action/Equal Employment Opportunity/Americans with Disabilities:*** It is the goal of the library to employ a diverse group of individuals who represent the richness of ideas and philosophies prevalent in a modern society. Every reasonable effort will be made to accommodate individuals with disabilities and to promote and foster pluralism in the work environment, while maintaining the cohesion needed to act as a single community of public employees dedicated to the mission of the library system.

CLOSES FEBRUARY 27, 2015

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DRUG & BACKGROUND TESTING REQUIRED