



TOWN OF WESTBOROUGH MASSACHUSETTS

Job Title: Library Page	Location: Westborough Public Library 55 West Main Street
Department: Library	Job Code: M-2
Division:	Hours per week:
Reports To: Circulation Supervisor	FLSA Status: Non-Exempt

Summary: Performs routine clerical work related to the daily operations of the Westborough Public Library by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Shelves library materials in proper order.

Works with an automated circulation system to charge and discharge library materials.

Assists in the processing of materials.

Shelf-checks library materials.

Assists with library programs.

Empties outdoor book return containers and helps check in materials.

Empties incoming Interlibrary Loan bins, sorts materials, and checks in all incoming items. Files items with holds correctly onto the Hold shelf for patron pickup.

Answers simple directional questions asked by the public; refers complex questions to librarians.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to follow directions and accept supervision. Aptitude and willingness to learn library classification system and work with automated circulation system. Ability to communicate effectively with public.

Other Qualifications: Must be able to work Saturday and Sunday. If 16 years or older, must be available to work some evenings.

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.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: 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.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate.

Prepared By: Maureen Ambrosino, Library Director	Date: 9/12/11
Approved by Personnel Board	Date: 6/13/2012
Recommended by Town Manager	Date: 7/17/2012
Approved by Board of Selectmen	Date: 3/12/2013