

## Central Skagit Rural Partial County Library District

Position title	Library Page
Reports to	Assistant Director
Direct reports	None
Exempt/Non-exempt	Non-exempt
Work from home:	None
2026 pay band	\$17.13 – \$22.27/hourly

Non-exempt, full or part-time depending on library needs. Benefits eligibility is dependent on regularly scheduled hours and will be listed in the position advertisement. This job description outlines the primary duties of the position but is not to be inclusive of all duties. Position responsible for all other duties that may be assigned by the supervisor or Library Director.

### **Basic Job Summary**

Performs Library shelving and sorting of books, magazines, newspapers, audio visual, and other items to assist in the day-to-day operation of the library. Keeps shelves orderly and regularly reads shelves to ensure items are correctly filed. Duties initially are performed in accordance with specific instructions with close supervision, and, as skills and knowledge increase, are self-directed and under moderate supervision, and include responsibility for assisting in helping the Library run smoothly and the protection of patron confidentiality. Performs all other duties assigned by the Assistant Director or Library Director.

### **Key Responsibilities**

- Checks in, sorts, and shelves library materials from the return desk and book drops
- Reads shelves to maintain proper order
- Special assigned projects relating to collection maintenance
- Assist staff with organization of materials
- May assist staff with preparation and set-up of library programs
- May assist patrons with wayfinding in the library or directing patrons to appropriate staff member for specialized help

### **Core Competencies**

Work Ethic: Is productive, diligent, conscientious, punctual and efficient. Abides by policies and procedures. Participates in professional development activities.

Service Orientation: Seeks to understand the needs and expectations of patrons and strives to meet or exceed the needs. Treats customers with respect, responding to requests in a professional manner.

Communication: Concisely and accurately answers questions, explains or conveys information to the public and coworkers. Demonstrates effective oral and written communication skills.

Self-Management Skills: Effectively manages emotions and maintains a positive attitude. Works effectively and cooperatively with others. Manages time wisely. Prioritizes tasks appropriately and effectively multitasks.

Customer Relations: Understands the mission of the library and applies this while dealing with patrons. Communicates the importance of library services to the public. Treats all patrons and co-workers with courtesy and respect. Projects positive image of the library.

Professional Maturity: Manages conflict and diffuses situations. Knows when to refer an issue to the Director or when to notify police or emergency services. Maintains confidentiality.

### **Working Conditions**

Weekday and Saturday work required. May work all day, for consecutive days, alone in the facility. Continual and demanding contact with the public. Tasks may be repetitive and may require sitting or standing for long periods. Ability to work both independently and as part of a team. Tasks may require attention to detail. Must work with all age groups from toddlers to senior citizens. Will have to use step stools, book trucks, vacuums, and dollies. Will have to lift up to 50 pounds. May encounter dusty situations or situations where climate control is not available.

### **Physical Demands**

Locate and obtain books and materials throughout the library of a wide variety of shapes and sizes; stand or sit at a computer workstation for extended periods of time (high manual dexterity, limited movement or change of position); reach library materials at high and low levels (bending, stooping, squatting, twisting, turning, and reaching above head using a stool required); use of repetitive motion of hands and arms; push fully loaded book carts across the library room, lift and carry materials which may weigh up to 45 lbs. (boxes of books, equipment, furniture), push/pull up to 100 pounds (on dollies or wheeled book carts) and do speed work with hands and forearm rotation; visual acuity needed to read computer screens, library material spine labels, etc.; may be exposed to dust and changes in temperature.

### **Disclaimer**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.