



MANISTEE COUNTY LIBRARY
95 MAPLE STREET, MANISTEE MI 49660
P: (231) 723-2519 F: (231) 723-7280
WWW.MANISTEELIBRARY.ORG

Job Description

TITLE: Library Page
DEPARTMENT: Library
REPORTS TO: Executive Director of Library Services

Required Knowledge, Skills and Abilities

Requirements include the following:

- Education: Some high school
- Experience: Some work experience preferred

Essential Duties and Responsibilities

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

- Shelf library materials
- Edge materials and shelf read in assigned areas
- Empty book boxes
- Unpack branch delivery totes and put in shelf-ready order for checking in
- Shelf magazines and newspapers
- Pulls old copies of magazines and newspapers for recycling
- Assists with juvenile programs
- Assists with shifting or relocating library materials
- Assists with closing of facilities (lights, pick up items, push in furniture, etc)
- Shovel/salt sidewalks and stairs when necessary

Working Environment

While performing the duties of this job, the employee regularly works in a public library setting. The noise level in the work environment is usually quiet to moderate. Exposure to books and other materials with mold, mildew and dust.