

Jurisdictional Class: Competitive
Adopted: March 12, 1998
Revised: February 28, 2025

SENIOR LIBRARY PAGE

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of minor clerical tasks as well as supervision of Library Pages in the performance of their duties. The incumbent will perform shelving of library materials, shelf maintenance and assist in the training of Library Pages. In addition, the incumbent will assist the librarian in performing duties that support library programs or procedures. The work is performed under direct supervision of the Principal Library Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs Library Pages in shifting books and other library materials;
Assists in training Library Pages, scheduling, and assigning their duties;
Directly supervises teams of Library Pages on special projects;
Assists Librarians and/or Library Assistants in various library routines and operations;
Sorts, shelves, and revises shelving of government documents and special collections where classification is intricate and involved;
Helps at public service desks in various departments, particularly with book delivery;
Assists in gathering data and scheduling for shifting parts of the book collection;
Operates simple library equipment and assists patrons as needed;
May be responsible for library cleanup such as dusting, vacuuming, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and carry out oral and written directions;
Ability to plan, coordinate, and supervise the work of others;
Ability to get along well with others;
Willingness to follow a prescribed routine;
Accuracy.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of high school equivalency diploma; or
- (b) One (1) year of experience as a Library Page.