



<b>Division: Circulation</b>	<b>Primary Location: Main Branch</b>	<b>Nonunion</b>
<b>Classification: Paraprofessional</b>	<b>Paygrade: Flat Rate</b>	<b>\$15.00/hour</b>
<b>FLSA Status: Exempt</b>	<b>Part Time (12-19 hours/week)</b>	<b>Last Revised: JULY 2024</b>

**General Statement**

This is a part-time position, assisting staff in the Circulation Services Division of the Main Branch location. Under the direction of the Assistant Manager of Circulation, the Library Page will possess great organizational skills, have a strong sense of attention to detail, and be motivated and excited to work in a busy public library setting. The ideal person in this position will possess excellent interpersonal, communication, and customer service skills and have experience working with diverse populations in an urban community. Must work at least 12 hours weekly. The schedule will include evening and weekend assignments and working at other locations.

*Bilingual applicants are encouraged to apply.*

**DUTIES AND RESPONSIBILITIES**

**ESSENTIAL ELEMENTS**

- Sort, shelve, and shift library materials.
- Read shelves and organize them into their proper sequence.
- May assist to perform duties, such as, filing, photocopying, preparing materials for public use etc.
- Interpret library services and policies to patrons in a clear and courteous manner.
- Contribute to creating an environment oriented to trust, open communication, creative thinking, and cohesive team effort.
- Actively participates in staff development and training opportunities.
- Work at various locations within the library system.
- Perform other duties, as assigned, consistent with the functions of the work unit and level of responsibilities.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

- Demonstrate proficiency in current and emerging library technologies.
- Strong commitment to consistent excellent customer service and outstanding public service for all patrons in a diverse, multicultural, and urban environment.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent organizational skills.
- Ability to plan and prioritize work effectively and ability to multi-task.
- Ability to maintain professionalism under all circumstances.
- Ability to embrace opportunities to learn in a fast-paced changing environment.
- Ability to learn and use library technologies.
- Ability to work independently and as part of a team.
- Ability to create positive working relationships with a diverse staff.

- Ability to work collaboratively and communicate with staff about concepts, ideas, and requirements at all levels.
- Ability to maintain confidentiality.

### **BACKGROUND REQUIRED**

#### **MINIMUM ACCEPTABLE**

- Prior experience with community public service work and/or data entry experience.
- Successfully pass CORI/SORI.
- Reliable transportation to travel between required locations.
- Applicants must be at least 14 years of age. If under the age of 18, they must be able to obtain a valid Work Permit.

#### **Preferred Qualifications**

- (1) One year of community public service work, such as library, book store, or equivalent. Specific courses that have hands-on experience may be substituted for work experience.

#### **PHYSICAL REQUIREMENTS**

- Ability to push book carts and bins loaded with library materials.
- Ability to reach and retrieve books at high and low shelf heights.
- Ability to stand and or sit for prolonged periods of time.
- Ability to perform bending, stooping, lifting, pushing, and twisting.
- Ability to perform repetitive hand and arm motions for prolonged periods of time.
- Ability to move or lift up to 50 lbs.

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

The Worcester Public Library makes every effort to support ALA's "Core Competences of Librarianship" <http://www.ala.org/educationcareers/careers/corecomp> as approved and adopted as policy by the ALA Council, January 27th 2009.

**To apply, please visit:** [www.worcesterma.gov/employment](http://www.worcesterma.gov/employment) or send resume and cover letter on or before **FRIDAY, AUGUST 2, 2024** to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. Preference given to Worcester Residents. Bilingual candidates encouraged to apply. The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Direct inquiries to: City Hall Human Resources, 508-799-1030, [HR@Worcesterma.gov](mailto:HR@Worcesterma.gov).