



Job Title:	Public Service Assistant (formerly referred to as Page)	Job Category:	Non-exempt Part-time
Department/Group	Public Services Assistants		
Location:	Main Library	Travel Required:	None
Level/Salary Range:	Minimum wage - \$8.15	Position Type:	Part-time up to 17.5 hours per week Includes evenings and weekend hours Non-managerial
HR Contact:	Laura Leonard	Date posted:	
Will Train Applicant(s):	Public Service Assistant Supervisor	Posting Expires:	Open until filled
External posting URL:	www.twinsburglibrary.org		
Internal posting URL:	http://staff.twinsburg.org		
Applications Accepted By:			
Fax or E-mail: (330) 425-3622 or resume@twinsburglibrary.org Attention: Job Announcement		Mail: Administrative Assistant Twinsburg Public Library 10050 Ravenna Road Twinsburg, OH 44087	
Job Description			
<p>Role and Responsibilities: The Public Service Assistant (Page) is responsible for shelving and keeping library materials in proper order and performs a variety of technical and service support tasks.</p> <p>Essential Responsibilities and Duties:</p> <ul style="list-style-type: none"> • Work efficiently, accurately and productively with minimal supervision. • General comfort around computers and new computer programs. • Ability to interact pleasantly, and with great patience with children, adults, and seniors. • Clears abandoned materials from public areas. • Sorts and shelves all types of library materials in all areas of the library. • Sorts and shelves 1 cart per hour. Makes no more than 3 errors per cart shelved. May request reinstruction. 			

- Performs shelf reading in all areas, correcting errors as they are found, to ensure materials are in neat and proper order.
- Rearranges or shifts materials as required.
- Checks library materials for damage and reports damaged materials to supervisor.
- Identifies need for shelving improvements and reports to supervisor.
- Assists with opening and closing duties, including keeping the library neat and orderly.
- Performs other duties as assigned for the efficient operation of the library.
- Lift, carry and grip individual books weighing up to 10 pounds.
- Bend and reach books at floor level as well as 7 ½ feet high (may use step stool).
- Stand for up to 3 hours.
- Move a full cart of books or other library materials, which may weigh up to 250 lbs.
- Read small print on narrow book spines and shelve accurately with attention to detail.

MINIMUM REQUIREMENTS:

- Minimum age of 16 and ability to secure a work permit.
- Available to work up to 17.5 hours per week, including nights and weekends.

CONDITIONS OF WORK:

While performing the duties of this job, the employee is occasionally required to sit, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is frequently required to lift up to 50 pounds. Push up to 250 pounds. The vision requirements include: close vision, peripheral vision, depth perception and ability to adjust focus.

Fast paced environment that requires working with the public.

Employee may be scheduled to work evening and weekend hours, including Sundays; schedules may be altered depending on the needs of the library.

Approved By:	LL	Date:	11/13/2014
Last Updated By:	LL	Date/Time:	2/23/2015

I understand that this job description does not constitute a contract.

I have read and understand this job description.

Employee signature and date