

Village of Menomonee Falls

**Position Description**

Title: Library Page II (Desk Worker)  
Department: Library  
Reports to: Circulation Services Manager  
Salary Grade: As set (Hourly)

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**PRIMARY FUNCTION**

Perform tasks that support the Circulation department of the library including circulation desk duties and regularly interacting with the public.

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**MAJOR DUTIES AND RESPONSIBILITIES**

- Sort and re-shelve library materials accurately according to library classification systems
  - Monitor shelves for neatness and correct shelving order; straighten, organize and dust shelves as needed
  - Locate and retrieve library materials
  - Direct inquiries from the public to the proper staff member/department
  - Maintain regular and reliable attendance
  - Circulation desk responsibilities:
    - check materials in and out
    - inform patrons of outstanding balances
    - tender fines
    - route materials to their designated location
    - process library card applications and maintain patron records in accordance with library policies and procedures
  - Handle other circulation desk functions, such as, make change for copier and answer the telephone
  - Other tasks as assigned
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**POSITION REQUIREMENTS**

- Ability to accurately sort and file alphabetically and numerically and to develop an understanding of the Dewey Decimal and other library arrangement systems
- Understand and follow oral and written instructions
- Ability to learn the functions of the library automation system as they relate to circulation services
- Work independently in order to meet assignment deadlines
- Work cooperatively with other staff members and the general public
- Adapt to changing work priorities
- Friendly and helpful manner
- Ability to work evenings and Saturdays as scheduled

The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, including avoidance of trips and falls, and observance of fire regulations. Physical requirements may include sitting or standing for up to several hours at a time, bending, lifting books/materials from 5-30 pounds on a continuous basis and

carrying them short distances, pushing and pulling loaded book trucks from one area to another, performing repetitive hand, arm, and body movements, reaching overhead, bending and kneeling to shelf books.

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This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Village of Menomonee Falls. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

Approved by the Library Board: 6/21/2017  
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