



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

June 2, 2023

SPECIFICS

TITLE: LIBRARY PAGE			
DEPARTMENT:	Library	DIVISION:	Adult Services
STATUS:	Regular Part-Time	HOURS/DAYS:	Variable: 6-10 Hours/Week Days and times are flexible
GRADE /STEP:	816 / E	DUTIES:	See attached job description
HOURLY:	\$11.29	UNION STATUS:	NO
SPECIAL REQUIREMENTS: N/A			

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT: HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT http://www.ktn-ak.us/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

LIBRARY PAGE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, performs general clerical tasks in support of library services.

The Library is dedicated to the informational and recreational needs of the community. The Library Page contributes to this mission by performing routine clerical tasks as assigned. The Library Page must perform these duties in a manner that reflects positively on the city and the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepares materials for shelving and shelves all library materials.
2. Assists with shelf reading, verifying that books are in the proper order on the shelf.
3. Assists with in-house count.
4. May perform cleanup of library materials.
5. Assists library staff with special projects and events.
6. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Alphabetic and numeric filing systems.
Correct English usage, spelling, grammar and punctuation.
Basic record keeping methods.
Basic mathematics.
Operation of computer terminal.

Ability to:

Accomplish routine library work
Accomplish manual and clerical duties.
Compare names and numbers rapidly and accurately.
Sort and file alphabetically or numerically.
Sort and shelve books accurately.
Follow oral and written instructions.
Work effectively with other employees.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Ability to read and write at a level necessary for successful job performance.

Experience:

No experience is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a library setting; work schedule is flexible and may include weekend and evening hours; occasional interaction with the general public.

Physical: Primary functions require sufficient physical ability and mobility to work in a library setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 8-16

Union: No

FLSA: Non-Exempt

Date Approved: April 1, 1990

Date Amended: July 25, 2005

Date Amended: June, 2007 (*Johnson & Associates*)

Date Amended: August 2019

Human Resources Manager Approval

City Manager Approval