



# Penn Hills Library

1037 Stotler Rd

## Lincoln Park Branch

7300 Ridgeview Ave

### **Job Description: Library Page**

The Library Page provides direct service to patrons as well as performs basic circulation related tasks.

### **Primary Objectives**

- Provides direct service to patrons
- Shelves and organizes library materials
- Checks in and checks out materials
- Assists patrons with basic computer help, library equipment, and hand-held devices
- Renews library cards
- Processes holds
- Inspects materials for damage
- Assists with library displays as needed
- Assists with library programs as needed
- Communicates regularly with Circulation Supervisor
- Additional duties as assigned

### **Knowledge Skills and Abilities**

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Knowledge of personal computers and related hardware, electronic mail, the Internet, office software, etc.
- Ability to learn computer programs or software and use them effectively to perform duties
- Skill in organizing and prioritizing multiple responsibilities within assigned framework
- Ability to handle high volumes of work
- Ability to work with patrons in a friendly and tactful manner
- Ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relationships with other employees and the public
- Ability to contribute to a positive work culture that fosters excellent public service and teamwork

## **Education and Experience**

- At least one year of customer service experience or library experience preferred

## **Physical Demands**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation will be made to enable people with disabilities to perform the described essential functions.

- While performing the responsibilities of the job, the employee is required to talk and hear.
- The employee is often required to sit and use their hands and fingers, to handle or feel.
- The employee is required to stand, walk, reach with arms and hands, occasionally climb or balance, and to occasionally stoop, kneel, crouch or crawl.
- Extended periods of hand work are required.
- Extended periods of standing may be required
- Extended periods of walking may be required
- Ability to push or pull up to 100 pounds with necessary equipment
- Ability to lift up to 25 pounds

**Applications will be accepted until September 10, 2019**

**Applicants should submit a resume, cover letter and work history to: Municipality of Penn Hills, attn: Municipal Manager, 102 Duff Road, Penn Hills, PA 15235 or to [sandreichak@pennhills.org](mailto:sandreichak@pennhills.org)**

Penn Hills is an equal opportunity employer.