



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

INTERNAL/EXTERNAL JOB POSTING NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE - SALARY RANGE
1	Library	Library	Library Page	RL1- \$186.83 – \$203.58

Schedule: – Tuesday, Wednesday, Thursday- 5 pm to 9pm
Saturday- 9 am to 5 pm

Minimum requirements upon application:

- Completion of the tenth school grade and concurrent attendance at a standard high school or vocational school; or an equivalent combination of training and experience; and
- Must be 16 years of age or older.

To apply for this position: Please go to www.pawtucketri.com under job opportunities and complete a City of Pawtucket Application. Please forward the completed application to claird@pawtucketri.com.

Job Specifications are posted in the Personnel Division for your review

Candidates must meet minimum qualifications as stated in job description

Application Period:

Internal Applicants: April 11, 2017- April 19, 2017

External Applicants: April 11, 2017- Until Filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: LIBRARY PAGE
Department: LIBRARY
Reports To: IMMEDIATE SUPERVISOR
Pay Grade: RL1
Prepared By: AG/sr
Prepared Date: JULY 2000
Approved By: SL
Approved Date: February, 2001

SUMMARY

Performs routine, sub-clerical work as a general assistant in the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Maintaining work area in good order.
- Obtaining and replacing books, periodicals, newspapers, pictures and other library materials housed in the library stacks or files
- Packing, emptying, sorting and arranging, and shelving books and other materials returned by library patrons
- Answering telephones and taking messages.
- Reading shelves for proper order and to locate missing books
- Dusting and cleaning desks, bookshelves, and library equipment.
- Straightening chairs and tables and helping with closing procedures.
- Assisting patrons in finding material and using library equipment.
- Taking sign ins for patrons to use computers.
- Checking and filling paper in library equipment.
- Clipping newspapers for the vertical file, and filing articles and creating new files when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Completion of the tenth school grade and concurrent attendance at a standard high school or vocational school; or an equivalent combination of training and experience. Must be 16 years of age or older.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate in writing. Ability to speak effectively and tactfully with library customers and employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to function as a member of a team to achieve library goals and objectives.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, use hands to finger, handle or feel, climb or balance, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision and depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, numerous people talking at normal levels.