

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 001180
Grade: S-2
(Non-Merit)
FLSA: Non-Exempt**

LIBRARY PAGE

DEFINITION OF CLASS:

This is routine manual and clerical library work performed on a part-time basis. An employee in this class is responsible for helping to maintain the availability of library materials and organizing materials into the proper sequence primarily by sorting, shelving, and shifting of library collection materials under the immediate supervision of a Library Assistant in accordance with well-defined library procedures.

MAJOR DUTIES:

Employees in this class carry out a narrow range of routine and manual support tasks related to sorting, shelving, and shifting library materials, and other general support work.

EXAMPLES OF DUTIES: (Illustrative Only)

- Replaces and rearranges books and related materials on shelves according to alphabetic, numeric, or other predetermined order; performs related duties, such as arranging library materials on carts.
- Shelf reads to ensure library materials are in the proper location; relocates library materials as needed.
- Shifts collections or sections of a collection when necessary.
- Loads and unloads books from a large cart or bin.
- Packs books and periodicals for shipment.
- Applies protective coverings to library materials.
- Provides basic directional assistance to customers, and refers customers to other staff for appropriate assistance as needed.
- Identifies the condition of library materials, notifying the appropriate staff of torn covers, torn, or marked pages, damaged barcodes, etc.;
- Marks and stamps books that are withdrawn from the collection.
- May pull requested library materials from the shelves to fulfill customer requests.
- Performs related duties as required.

SUPERVISORY CONTROLS:

The supervisor makes specific assignments that are well-defined, limited in scope, and incumbents have limited ability to deviate from established procedures. The employee works as instructed and consults with the supervisor as needed on matters not covered by the original instructions. Work is subject to frequent review by supervisor.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

The employee works under specific, detailed guidelines with limited ability to deviate from these established guidelines.

COMPLEXITY:

The complexity of this position is limited to accurately sorting and filing library materials alphabetically, numerically, or using another defined method.

SCOPE AND EFFECT:

The work is limited in scope, and facilitates the work of other library staff, as well as ensuring the public can locate library materials.

CONTACTS:

Contacts are primarily with other library staff in the assigned library. The employees may have limited contact with the public, however it is limited in duration and typically is limited to general directions and/or referring the individual to the appropriate library staff.

PUBLIC SERVICE /ASSISTANCE:

Minimal public service and assistance is required.

HAZARDS:

There is potential for some risk to be encountered by those employees working in the public areas of the library branch where the general public has open, unrestricted access.

MINIMUM QUALIFICATIONS:

Education: Ability to read and write.

Experience: None

Substitution: N/A

Equivalency: None

Knowledge, Skills, and Abilities:

Basic Knowledge of:

- Dewey decimal system.
- Library sections.

Skill In:

- Sorting materials.

Ability to:

- Ability to sort and file materials alphabetically and numerically in accordance with established production standards.
- Ability to understand and follow instructions.
- Ability to bend and stretch as needed to place books and materials on upper and lower shelves.
- Ability to learn routine processes within a reasonable amount of time.

Licenses, Registrations, Certifications, or Special Requirements: None

Work Environment:

Work is typically performed within the library or library office environment which involves normal, everyday discomforts.

Physical Demands:

Must have sufficient physical strength to push carts weighing up to 100 lbs. and to load and unload books. Must have the ability to bend, crouch, stoop, kneel, stretch, reach, and other similar activities to place library materials on shelves.

PROBATIONARY PERIOD: N/A

BARGAINING STATUS: Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL PROTOCOL: Medical History Review

PROMOTION POTENTIAL: None

CLASS SPECIFICATION HISTORY:

Class Established: November 1962
Revised October 1972
September 1976
August 2005
January 2006
May 2008
August 2013
October 2014
March 2023 (M)