

CITY OF CHATTANOOGA
Classification Specification Title: Library Page

Department: Public Library

Pay Grade: GS.03

Supervision Received From: Head Librarian

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/2/25;

3/13/25; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for shelving and organizing books, periodicals, government documents, microfiche, audio-visual and other library materials. Duties include: retrieving materials for staff and patrons; ensuring that public forms are stocked and displayed; preparing and/or cleaning material prior to returning it to the shelf; and sorting and shelving material. Work requires close supervision (although many tasks are routine and require little supervision).

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

PUBLIC SERVICES:

Places a variety of books, magazines, documents, microfilm, microfiche, and/or related items on appropriate shelves and in applicable locations within the library.

Retrieves books and magazines for patrons.

Searches and retrieves material as requested by staff.

Stocks and maintains tax forms and/or other related items for public display.

May clean and prepare non-book material for return to shelves.

Provides basic directional information to patrons within the library.

Performs other related duties as assigned.

TECHNICAL SERVICES:

Processes cataloged material.

Repairs damaged material

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

May be assigned or reassigned to any location within the department.

Performs other related duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: High School Diploma or GED preferred.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Knowledge of basic library operations, Dewey Decimal System, and customer service principles.

Skill in providing customer service; filing; repairing damaged items; and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and patrons, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 lbs. of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.