

JOB DESCRIPTION
LIBRARY PAGE
(2 Positions Available)

Apply To: Bruce MacDonald, Circulation Librarian

Deadline for Application: May 18, 2009

Wage: \$7.40/hour

Hours of Work: Average of 11 hours per week. Evening and weekend hours required.

Summary of Position:

Provides services that assure the shelving of library materials in a timely and organized manner.

Position Qualifications:

At least 16 years of age.
Ability to file alphabetically and numerically.
Ability to perform light physical tasks.
Ability to shelve materials at all levels.
Ability to move loaded book carts.
Previous library experience preferred.

Position Responsibilities:

- Sorting and shelving of library materials, including all print and non-print materials, magazines and newspapers.
- Reading shelves to assure correct location and arrangement of materials.
- Maintains periodicals, magazines and newspapers with most current issues appropriately displayed and back issues appropriately filed.
- Ability to work in multiple library departments.
- Locates and pulls materials that have been requested by staff or patrons.
- Ability to record accurate browse statistics in a timely manner.
- Always practices positive relations with patrons and fellow employees.
- Performs other related duties as assigned.

Position Reports To:

Circulation Specialist

Position Supervises:

None