

## **Page – Main Library (three positions)**

**Status: Part-time; non-exempt**

**Location: Main Library**

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### **Summary of Duties:**

- Sorts, organizes and shelves library materials.
- Shelf-reads assigned areas and re-shelves out of place items.
- Empties the book drops.
- Responsible for closing procedures as scheduled including collecting materials pulled and left by patrons, turning off carrel lights; pushing in chairs; emptying book drops.
- Instructs patrons in the use of library facilities and services as requested and directs patrons to appropriate staff members as needed.
- Straightens public areas for neatness and safety
- Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization.
- Follows library safety and emergency policies and procedures.
- Reports maintenance and safety issues to supervisor and/or Facilities personnel.
- Performs related duties as required.

### **Knowledge, Skills and Abilities:**

- High school diploma or current High School Enrollment
- Must be 16 years or older
- Ability to sort and shelf materials alphabetically and numerically
- Effective interpersonal skills
- Ability to read and understand English language and numbers

### **Hours:**

#### Position #1:

9 hours per week

Mondays and Wednesdays 5-8 pm and alternating Saturdays 9:30–12:30 pm and Sundays 12:30–3:30 pm\*

\*Note- there is some flexibility in scheduled hours for this position.

#### Position #2:

9 hours per week

Mondays and Wednesdays 5-8 pm and alternating Saturdays 9:30–12:30 pm and Sundays 12:30–3:30 pm\*

\*Note- there is some flexibility in scheduled hours for this position.

#### Position #3:

9 hours per week

Tuesdays and Thursdays 5-8 pm and alternating Saturdays 9:30–12:30 pm and Sundays 12:30–3:30 pm\*

\*Note- there is some flexibility in scheduled hours for this position.

### **Salary:**

\$ 7.30 per hour minimum starting rate