

Library Page – Sherrard Public Library District

Salary: \$8.25 to \$9.00 Hourly depending on qualifications and experience.

Hours: Nights, Up to 10 hours per week, some Saturdays.

Opening Date: 09/19/18

Closing Date: Open until filled.

Job Summary:

Perform a variety of library support work involving activities in the circulation, youth services or technical areas of the library. This position is primarily responsible for the care and shelving all aspects of the collection in either alphabetical or numerical order, replacing misplaced books, refreshing displays and performing other related tasks. The library page will provide support during library programs and events as needed.

Principle Duties and Responsibilities:

This information is intended to be descriptive of the principle duties and responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

- Sorts, shelves and files various library materials accurately according to library classification systems (alphabetic and numeric) in a timely manner.
- Reviews shelves for accuracy and re-shelves misplaced items.
- Locates and retrieves library materials requested from stacks to fill holds.
- Maintains the neat and orderly appearance of work and public areas.
- Assists with special programs as needed and performs related duties as assigned.
- Demonstrates continuous effort to improve operations, decrease turnaround times, and work cooperatively and jointly to provide quality customer service.
- Perform duties to assist with opening and closing procedures.
- Perform other duties as assigned.

Essential Functions:

Ability to:

- Communicate in a positive and effective manner with co-workers and the public both in person and on the telephone.
- Work independently or in a team environment following standards and procedures set by the library and complete tasks assigned.
- Perform computer tasks using library software and Microsoft Office products.
- Organize, prioritize and pace duties and tasks throughout the work shift.
- Understand and follow written and oral directions.
- Demonstrates ability to read, spell, and general arithmetic.

Desired Minimum Qualifications:**Knowledge Of:**

Principles and practices of basic library work, including the basic knowledge of the Dewey Decimal System. Operating characteristics of public access terminals. Modern office methods.

Training and Experience:

- Basic knowledge of the library.
- Basic computer and technical skills.

Required:

- 16 years or older
- Valid Driver's License

Physical and Environmental Conditions:

Duties are generally performed in an office setting. Some light work requiring occasional lifting objects up to 20 pounds to move objects. Must be able to sit for long periods of time. Work may also require stooping, kneeling, crouching, bending, standing, walking, pushing, and pulling. Work evening and weekend hours on a regular basis, including a varied schedule.

To Apply:

Please send a resume, application and cover letter to the Library Director at jeannar@sherrardlibrary.org. Applications can be found on the library's website and copies are available at the library.