

JOB OPENING: Library Page

Position Overview:

The Library Page is responsible for modeling excellent customer service to all staff and customers by providing correct arrangement of library materials in the library. There are a designated maximum number of hours per budget year available for the Library Page to work and schedules are determined and adjusted based on library needs. This is a part-time non-exempt position with an hourly pay rate of \$7.25 per hour.

Expectations:

- Supports, promotes, implements, and makes decisions based on established Library policies, guidelines, and programs
- Contributes positively to the efforts of supervisors and peers
- Establishes and maintains supportive working relationships with internal and external customers

Essential Job Functions:

- Shelves library materials correctly and efficiently
- Straightens and shifts library materials to ensure adequate space and a neat appearance
- Empties book drop
- Contributes to general neatness of the library
- Ensures that library materials are in correct order
- Pulls materials from lists provided by Library staff
- Assists Library staff with Library programs and events, including rearranging furniture
- Interacts with Library customers in a friendly and helpful manner
- Reports safety and security issues to management
- Provides flexibility of schedule, including availability to work evenings and weekends.

Required Skills:

- Exhibits ability to work with alphabetical and Dewey Decimal systems
- Exhibits self-motivation with the ability to prioritize, meet deadlines, and manage changing priorities
- Demonstrates excellent organizational and planning skills with ability to perform multiple tasks concurrently
- Models excellent customer service attitude and delivery
- Demonstrates proven computer literacy with adequate keyboarding skills
- Uses effective verbal, written, and discreet communication with management, coworkers, and the public

QUALIFICATIONS:

Must be 14 years of age or older to apply.

APPLY: Employment applications can be picked up at any Ericson Public Library desk or found online at: <https://www.boonegov.com/egov/apps/document/center.egov?view=item&id=957> .

DEADLINE: Open until filled. Position will begin ASAP