

Page – Lane Road Library

Status: Part-time; non-exempt

Location: Lane Road Library

Summary of Duties:

- Sorts, organizes and shelves library materials.
- Shelf-reads assigned areas and re-shelves out of place items.
- Empties the book drops.
- Instructs patrons in the use of library facilities and services as requested and directs patrons to appropriate staff members as needed.
- Identifies materials in need of repair/replacement and takes appropriate action.
- Searches for missing and/or requested items 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 shelve materials alphabetically and numerically
- Effective interpersonal skills
- Ability to read and understand English language and numbers

Hours:

11 hours per week

Tuesdays and Thursdays 1-4 pm, Fridays 1-3 pm and Saturdays 9:30-12:30 pm*

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

Salary:

\$ 7.30 per hour minimum starting rate