



## The Memorial Library of Nazareth and Vicinity

### Staff Opening: Library Page

**Application Deadline: Friday, February 10, 2017**

Full-Time/Part-Time:	Part-Time
Exempt/Non Exempt	Non-Exempt
Salary:	\$7.83
Hours Weekly:	3 – 12 hours weekly

**Description:** 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. This is a part-time position and it pays \$7.83 per hour. Preference will be shown to candidates who have the most flexible availability through the week and on Saturday.

#### **Duties:**

- Shelves library materials correctly and efficiently
- Straightens and shifts library materials to ensure adequate space and a neat appearance
- 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 patrons in a friendly and helpful manner
- Serves as the eyes of the library by watching and reporting safety and security issues
- Assists with holiday decorating and the Summer Reading Program
- Assists patrons with basic technical issues

#### **Skills Required:**

- Ability to pay close attention to detail
- Knowledge of Microsoft Office
- Basic knowledge of mobile devices such as an: iPad, Kindle, laptop
- Ability to follow instructions and properly complete assignments given by Supervisor or other appropriate staff
- Ability to work cooperatively with others
- Must exhibit a positive attitude and personal qualities necessary to produce high quality public service
- Ability to pick up and shelving materials
- Ability to lift, carry: 30 pounds or less
- Ability to push or pull a cart of materials on wheels weighing 60 – 80 pounds
- Ability to go up and down stairs

Applications are available at the Main Circulation Desk at the Memorial Library of Nazareth and Vicinity.

Created 1/19/17 by H. Bennett