



Library Page

- \$15,780.55 annually
- This position works only 19 hours per week

Position Overview:

- Cumberland County Bordeaux Branch Library is seeking a dedicated and detail-oriented Library Page to execute library support tasks that results in ensuring library materials are conveniently available and easily accessible to library customers. Our team organizes the library collection to create a welcoming space for readers. Join our team today.

Examples of Duties:

- Employees alphabetize and numerically arrange materials on library carts; shelve materials; straighten and shelf-read the library collection; and shift materials to avoid overcrowding
- Employees assist customers in accessing library accounts and refer questions to Circulation staff
- Provide basic instruction to customers on use of library equipment and materials
- Occasionally employees assist circulation staff in pulling items from shelves; answering phones; preparing library cards for distribution; collecting book drop for check-in; and assist with processing weeded material
- Employees provide basic instruction on use of photocopiers, fax, change machine, add value and Vendacard machines; refer to appropriate staff member for troubleshooting
- Employees perform related work as required

Minimum Qualifications:

- Completion of 8th grade supplemented by sufficient education to provide some familiarity with a variety of library materials.

Management Preference:

- Public library experience and/or customer service experience preferred. Basic knowledge of computers and office software desired.

Knowledge, Skills and Abilities:

- Knowledge of purposes and use of libraries; including Dewey Decimal System
- Knowledge of current resources and content available on library website
- Ability to work without constant supervision
- Ability to know when and how to refer customers to proper staff member for assistance
- Ability to deal tactfully with co-workers and the general public
- Ability to operate library automation system
- Ability to perform numerical and alphabetical arrangements

Conditions of Employment:

Successful candidates who receive a conditional offer of employment with Cumberland County must pass pre-employment screenings, including criminal history checks and drug screenings, as required by Cumberland County Policies and Procedures, prior to beginning work or receiving a final offer of employment. Refusal to submit to testing or testing positive for prohibited substances will result in the withdrawal of the conditional employment offer.

For Full Information and Apply:

<https://www.governmentjobs.com/careers/cumberlandcountync/jobs/4954407/library-page-part-time-pos117000167?keywords=Library%20Page&pagetype=jobOpportunitiesJobs>