

June 7, 2016

## POSITION OPEN

**JOB TITLE: Library Page -- Part-Time**

**JOB CLOSING DATE: Wednesday, June 22 2016 – 7:00pm**

Baker County Public Library seeks a Library Page to make quick and accurate work of shelving, be fun and good with people. We embrace life-long learning and the changing role of libraries to best meet our patrons' needs. Come be a part of what makes Baker County a great place to be.

### GENERAL PURPOSE:

Library pages are responsible for the physical maintenance of the collections within a library. Sort, shelve and maintain library materials to contribute to efficient and effective library services.



Other responsibilities may vary depending on library needs, but the core expectation is maintaining order. Performs various clerical tasks in support of library operations, e.g. replenishing supplies, straightening furniture, picking up materials for shelving or disposal, cleaning counters and floors, mail sorting, photocopying, typing, etc. Answers basic questions from patrons on the floor.

### REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of English language, spelling, arithmetic, alpha/numeric sorting methods, general clerical skills, operation of computer software and other standard office equipment, customer service, and interpersonal skills. Ability to handle the physical aspects of the job such as pushing/pulling book carts, lifting and carrying boxes of books, frequent kneeling, bending, and reaching with books in hand.

### QUALIFICATIONS:

Must be age 16+ with any combination of experience and training that demonstrates the knowledge, skills and abilities to successfully perform the job.

### PREFERRED QUALIFICATIONS:

Previous work experience in a library; additional language skills appreciated. High School students encouraged to apply.

### SCHEDULE / EMPLOYMENT TERMS:

16 hours per week; schedule to be determined.

**COMPENSATION:** Starts at \$10.81 per hour.

**SECURITY:** Background check required if selected for position.

**HOW TO APPLY:** Application available at any BCLD library branch or downloadable from [www.bakerlib.org/about-us](http://www.bakerlib.org/about-us) . Additional resume and cover letter welcomed. Position open until filled. Send completed application materials to [info@bakerlib.org](mailto:info@bakerlib.org) (job title in subject line) or deliver to Baker County Public Library in Baker City. First round of application materials accepted through June 22, 2016.

**Baker County Library District participates in the federal Employment Eligibility Verification Program (E-Verify).  
As an Equal Opportunity Employer, we are committed to a diverse workforce.**