

August 22, 2017

## **POSITIONS OPEN (2)**

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

**JOB CLOSING DATE: Tuesday, Sep 5 2017 – 11:59 am**

Baker County Public Library seeks high-school age students for Library Page positions. Must be able to make quick and accurate work of sorting, shelving, and Internet research, be fun and good with people. 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, shelf 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. processing shipments and donations, 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. Select Pages may be assigned front desk duties.

### **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 14+ 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 or similar setting. Multiple language skills preferred.

### **SCHEDULE / EMPLOYMENT TERMS:**

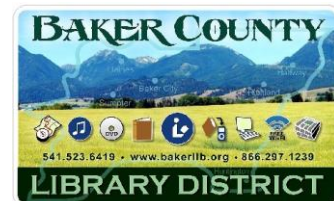
8 - 10 hours per week; schedule to be determined. Employment ends 3-4 months after standard graduation date. The Library Page Program is intended to help support high-school age students.

**COMPENSATION:** Starts at \$10.89 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 recommended. 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. Application materials accepted through **Sep 5, 2017, 11:59 am**.

**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.**



# Employment Application

## Basic information

Applicant name: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Position(s) being applied for: \_\_\_\_\_

How did you hear about this opportunity?: \_\_\_\_\_

## Education history

If necessary, attach additional sheets using the same format.

School/program name	City, State	Graduated?	Degree/area of study

## Employment/volunteer history

Please begin with your most recent or current position.

### Position #1

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Title: \_\_\_\_\_

Company name: \_\_\_\_\_ Company city, state: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Supervisor title: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Supervisor phone: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Position #2**

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Title: \_\_\_\_\_

Company name: \_\_\_\_\_ Company city, state: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Supervisor title: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Supervisor phone: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Position #3**

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Title: \_\_\_\_\_

Company name: \_\_\_\_\_ Company city, state: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Supervisor title: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Supervisor phone: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Position #4**

From (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ Title: \_\_\_\_\_

Company name: \_\_\_\_\_ Company city, state: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Supervisor title: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Supervisor phone: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Please detail any other relevant positions on your résumé.*

**Other qualifications**

Membership in professional/community organizations

\_\_\_\_\_  
\_\_\_\_\_



### **Applicant certification**

Can you perform all of the functions listed in the job description with or without reasonable accommodation?  Yes  No

Names of relatives or business partners employed by the District, including your relationship.

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I certify that all information in my application materials submitted to Baker County Library District (BCLD) is true, correct, and complete. I understand that falsifying or omitting facts or important information in any of my application materials is grounds for immediate dismissal.

I consent for BCLD to contact any of my references and employers (please notate at Positions if you do not want us to contact) regarding my qualifications, work record, work habits, and performance. I release said parties from all liability for damages which might results from discussing these matters.

I permit BCLD to conduct a background check on me, with notification to me before it occurs. The check will cover criminal history and, if relevant, driving history in Oregon State and/or federal law enforcement agencies.

I certify that I am legally eligible to be employed in the United States and will be required to complete a federal I-9 Employment Eligibility Verification within three days of the date employment begins.

If employed, I shall willingly comply with all policies of BCLD. I also understand that job placement does not guarantee permanent employment.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Digital signatures are permissible.*

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Please review the Equal Employment Opportunity statement (<http://l.usa.gov/ITF9Ob5>) and supplement (<http://l.usa.gov/lrWaDWB>).