

POSITION OPEN

June 5, 2020

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

JOB CLOSING DATE: Sunday, Jun 21 2020 – 11:59 pm

Baker County Public Library is looking for a high-school age student to hire as a Library Page. Must be able to make quick and accurate work of sorting, shelving, and Internet research, be fun, and be 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 and primarily sort, shelve and maintain library materials to contribute to efficient and effective library services. Select Pages may be assigned front desk duties.



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, repairing materials, 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 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: Part-time, Temporary.

7 - 10 hours per week; schedule and start date to be determined. As the Library Page Program is intended to help support high-school age students, *this employment is **temporary** and will end 3-4 months after student's standard graduation date.*

COMPENSATION: Starts at \$12.23 per hour.

SECURITY: Criminal 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. Additional resume and cover letter recommended. Send completed application materials to jobs@bakerlib.org (job title in subject line) or deliver to Baker County Public Library in Baker City. Application materials accepted through deadline date/time at top of this sheet.

**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.**