



Employment Opportunity

Library Page

Corporate Parkway, Wentzville, MO

A Library Page is an integral part of making sure the everyday functions of the library are successful. As a Library Page you will organize and return materials to the shelves and make sure everything is in its proper place. You will work as part of the library team to help maintain a welcoming and appealing library experience for customers. If you are detail oriented, customer centered, and enjoy being around books, this is the job for you.

Skills needed for this job are:

- Ability to file accurately alphabetically and by using the Dewey Decimal System
- Ability to perform basic office duties
- Ability to perform detailed work with speed and accuracy
- Ability to work with minimal supervision and meet goals
- Ability to work in a team environment
- Ability to interact with customers professionally

Physical Requirements

- Ability to lift materials and push or pull carts weighing up to 30 pounds
- Ability to move freely throughout the branch to return materials to shelves
- Ability to stand for long periods of time

Full job description can be found here: [Library Page](#)

Part time employees enjoy a partial benefit package that offers paid time off and a Deferred Compensation Plan with employer match. Starting pay is \$8.71 per hour.

Schedule A (15 hours per week):

Tues 5:00pm-9:00pm

Thurs 5:00pm-9:00pm

Sat 11:00am-6:00pm

Schedule B (16 hours per week):

Tues 5:00pm-9:00pm

Thurs 5:00pm-9:00pm

Sat 10:00am-6:00pm

Schedule C (12 hours per week):

Mon 5:00pm-9:00pm

Wed 5:00pm-9:00pm

Fri 2:00pm-6:00pm

We have three openings for the Library Page position; Schedule A, Schedule B and Schedule C. Please identify which schedule you are interested in applying for when submitting your application materials.

Advertised schedule may change based on the operational needs of the Branch. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed.

Our twelve library branches serve all residents of St. Charles County by providing a robust collection of materials, many classes and events, and superior customer experiences! Every day we get to live our mission: to inspire, to inform, and to enhance connections across St. Charles County. The future looks bright – join us!

For immediate consideration submit a cover letter and resume with completed [SCCCL Application](#) to any Library Branch, or email to HR@stchlibrary.org, or mail to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376, by **Monday, September 16, 2019.**

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.