



## Employment Opportunity

### Library Page- 16 hours per week

Middendorf-Kredell Branch, O'Fallon Mo

A book would not be a book without its pages. In the same way, a library could not function without its Library Pages. Shelving books and other materials seems like an easy task, but if you've spent any time in the library, you know that finding what you need would be impossible if the materials were not organized. As a Library Page, you will return materials to the shelves, read shelves to ensure materials are in their proper places, and dress and dust shelves so materials are appealing to the customer. If you have a head for details and enjoy spending time with people and with books, we need you!

Skills needed for this job are:

- Ability to file accurately alphabetically and 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

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

Part time employees enjoy a partial benefit package that offers paid time off and a Deferred Compensation Plan with employer match. Starting pay is \$10.38 per hour.

**Schedule:** Mon 4:00pm-9:00pm, Tues 4:00pm-9:00pm, and Fri 11:00am-5:00pm

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 eleven 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 priority consideration submit a cover letter and resume with completed [SCCCL Application](#) by **Monday October 11, 2021**. Application materials may be submitted to any Library Branch, or emailed to [HR@stchlibrary.org](mailto:HR@stchlibrary.org), or mailed to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376. Applications will be accepted until positions are filled.

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.

10/1/21-10/11/21

**Please see the following job description for more information.**

**Description Number:** 031  
**Position Title:** Library Page  
**Salary Grade:** 3  
**FLSA Classification:** Nonexempt  
**Reports To:** Circulation Supervisor or Lead Library Assistant  
**Revision Date:** 01.01.2020

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### **Position Summary**

Perform routine manual and clerical functions related to the daily operations of the library. Shelve materials correctly for customer use. Perform light housekeeping duties to keep the branch neat and clean during operational hours. The Library Page receives specific direction and training regarding all aspects of the job but is expected to carry out basic tasks with minimal supervision.

### **Essential Functions**

1. Shelve materials alphabetically or numerically using the Dewey Decimal System.
2. Responsible for shelf reading and dressing shelves.
3. Check the library inside and outside, removing litter and cleaning as needed.
4. Inspect, clean, and mend books or other library materials.
5. Pack and unpack boxes of materials.

### **Duties**

1. Prepare library materials for shelving. Empty book drop and sort materials.
2. Accurately return materials to shelves for public use.
3. Search shelves for "claims return, missing or in-transit" items.
4. Apply barcodes and labels to material and repair books.
5. Inspect and clean DVDs and other material.
6. Help customers or direct them to appropriate staff members for assistance.
7. Assist with preparation of program materials and set up of program areas.
8. Perform general cleaning including dusting, cleaning windows, and picking up litter from the premise.
9. Assist with closing procedures such as securing the building, turning off machines and lights, and straightening chairs and table.
10. Perform other duties as assigned by supervisor.

### **Skills**

1. Knowledge of general library operations.
2. Strong reading skills.
3. Ability to file alphabetically and numerically using the Dewey Decimal System.
4. Basic office skills: keyboarding, phones, copiers, fax.
5. Attention to detail and ability to perform duties with high level of accuracy.
6. Ability to perform tasks at a steady pace to meet established quotas.
7. Ability to exercise initiative to achieve established goals and directives.

**Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

1. Ability to lift materials or push or pull carts weighing up to 30 pounds.
2. Ability to stand for long periods of time at the circulation desk.
3. Ability to reach high or low to return materials to shelves and move through aisles.
4. Sufficient vision to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.

**Education and Experience**

1. Public service or customer service experience preferred.
2. Must be 16 years or older.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.