



## Employment Opportunity

### Library Page – 16 hours per week

McClay Branch, St. Charles, 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:

- Strong reading skills
- Ability to file accurately 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

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:** Thu. 5:00pm-9:00pm, Fri. 2:00pm-6:00pm, Sat. 9:00am-1:00pm, and Sun. 1:00pm-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 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](mailto:HR@stchlibrary.org), or mail to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376, by **Monday, April 15, 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.

4/5/19-4/15/19