

Promotional ☐
Open ☒

Please Post
September 14, 2017

NOTICE OF VACANCY

DEPARTMENT: GALE FREE LIBRARY
JOB CLASSIFICATION: PART TIME **LIBRARY PAGE** #3704
SALARY RANGE: \$9.55 PER HOUR
HOURS: **19 HOURS** PER WEEK

BENEFITS: NONE

TOWN OF HOLDEN
Position Description
FLSA: Non-Exempt

Position Title: **Library Page PT 3704**

Department: Library

Reports To: Head of Adult Services

Date: September 2017

Under the direction of an area head or other supervisory staff, the Library Page performs routine library tasks which support the effective operation of the library.

DUTIES

- Maintain collections in good order by shelving, sorting, straightening and shelf reading.
- Assist other Departments with routine tasks as assigned.
- Perform basic circulation functions such as checking in and out of materials.
- Monitor public behavior and encourage public to maintain an atmosphere conducive to quiet study; refer disciplinary problems to supervisory staff.
- Clean staff and public computers on a regular schedule, including monitors, keyboards, printers, and cabinets. Maintain printer paper supplies.
- Assist staff in maintaining photocopiers, as assigned. Add paper, clean exterior surfaces, and report problems to supervisor.

REQUIREMENTS AND QUALIFICATIONS

- Fundamental computer knowledge
- Able to type and learn basic computer operations
- Able to work independently
- Education: high school diploma
- Experience: library experience helpful
- Required to work a schedule that includes nights and weekends.

WORKING CONDITIONS

- Works on all three levels of library, using elevator to move book trucks between levels.
- Spends time standing, sitting, or performing activities related to shelving, depending on assignment. Exposed to dusty conditions (book shelves, computer cleaning).

- Ability to move loaded book trucks, reach all shelves, rearrange metal shelving, carry books and other items; ability to stand, walk, crouch, reach, stoop, sit; ability to talk, hear, use close and distant vision, depth perception, adjust to focus; ability to read, write and use library equipment requiring some degree of eye-hand coordination.
- Use specialized cleaning supplies.

Approved by Library Trustees October 1999

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, 1204 MAIN STREET, HOLDEN, MA 01520.

CLOSING DATE FOR APPLICATIONS: October 5, 2017

FOR FURTHER INFORMATION CONTACT TOWN MANAGER'S OFFICE
1204 MAIN STREET, HOLDEN MA 01520 (508) 210-5501
Or visit www.holden.ma.gov Employment Opportunities
EQUAL OPPORTUNITY EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED