



Part Time Library Page

The Richmond Memorial Library is seeking applicants for Part-Time Library Page.

DUTIES: Library Pages sort and shelve incoming library materials like books, music, and movies. They locate shelved materials that have been requested by library patrons, and read the shelves for accuracy and order, re-shelving as they go. They may be given larger projects, like relocating parts of the collection; preparing library displays; or preparing materials for craft projects, as needed by the librarians. Although not primarily a public-facing position, the Library Pages may assist patrons on the floor of the library with simple directional information, and they customarily cover lunch breaks in the Children's Room or at the Circulation Desk.

The work of a Library Page is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job.

WAGES: NY minimum wage of \$15.50/hr.

QUALIFICATIONS: no prior experience required, but must be of legal working age

HOURS: 8-12 hours per week, during regular library hours: Monday-Thursday 9-9, and Friday/Saturday 9-5. Candidates available for regular Saturday shifts strongly preferred.

CIVIL SERVICE: This is a non-competitive, clerical class position.

TO APPLY: complete and return the Genesee County Civil Service Application to the Richmond Memorial Library, or by email to Library Clerk Elizabeth LeFort (elefort@nioga.org).

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