

Library Page, Part-time position
Scurry County Library
Snyder, Texas

This position is approximately 16 hours per week. Composed of 8 hours on Saturdays, 8:30AM – 5:00PM and 4 hours on Tuesdays/Thursdays 4:00PM – 8:00PM. The library has special events which might require additional hours.

Responsibilities specific to position:

Ability to alphabetize and put things in numerical order. Much of this position will include putting books and other items back where they belong, called "shelving," or making sure that items on the shelf are in the correct order, "shelf reading."

General responsibilities for all staff at library:

Working the front desk. Help library patrons as needed: checking in and out materials, computer sign ups and printing, sending faxes, use of Xerox copier.

Essential tasks:

Main duty will be shelving.
Process incoming and outgoing books and materials.
Issuing new cards and renewals.
Signing patrons in for computer use.
Cleaning DVDs and Audio discs when necessary.

Knowledge, Skills, and Abilities:

Must be reliable and demonstrate good work ethic. Some knowledge of computers is helpful.

Experience:

Generally, previous experience is not required, although preference may be given to people who have done work in a library. Bilingual is a plus.

Physical Requirements:

Ability to lift (up to 40lbs.), bend and reach. Significant standing, walking, moving, climbing, carrying, kneeling, handling, pushing, and pulling. Putting books on shelves is good exercise and requires a lot of movement, especially large art books, for example.