



JOB OPENING

Job Title: Page

General Description: Shelves materials and performs clerical work as needed

Duties and Responsibilities:

Duties include, but are not limited to, the following:

- Shelve library materials
- Maintain shelf order and neatness
- Perform clerical duties as assigned
- Work at either Main or Branch Library as needed

Qualifications:

- Some high school education.
- Basic knowledge of library operations and organization preferred
- Library employees must be able to lift and carry items weighing up to 30 lbs. They must be able to reach high library shelves and bend, as needed. A stool can be used, if needed. They must be able to stand for extended periods of time.

Pay: \$15.32/hour

Work Schedule: 10-14 hours per week. Must work weekends and evenings as needed.

Supervision: Reports to the Director.

How to apply: Pick up an application at either location *or* download one from washingtndl.org and return to Director Lexie Walsh. Open until filled.