

# HELP WANTED



**Jasper-Dubois County  
Public Library**

**Dubois Branch Library  
Library Page (Shelver)  
10 hours per week average. \$8.75 per hour.  
Must be at least 16 to apply.**

Hours include:

Monday and Wednesdays 5:00-8:00 PM

Every other Saturday: 10:00 AM-2:00 PM

**Pay is bi-weekly. Position is available immediately.**

Full job description and printable applications can be found at <https://jdcpl.us/jobs/> or by visiting the library.

# Library Page

**Definition:** Under the supervision of the Branch Manager and/or Circulation Supervisor, the Library Page performs various tasks related to making materials available to the public.

**Job duties:**

- Follows established Library and personnel policies, procedures and work standards
- Exhibits welcoming, helpful, positive and friendly behavior to all patrons and staff at all in times in all communication formats (verbal and non-verbal).
- Reshelves library materials in a timely and orderly fashion
- Maintains shelves in correct order
- Assists programming staff in preparation for, during, and after programs as needed
- Use computers to look up information for patrons and other staff
- Assist at circulation desk as needed.
- Other duties as assigned

**Job Requirements:**

- At least 16 years of age

**Skills:**

- Ability to establish and maintain harmonious relations with staff and public
- Ability to plan and organize work effectively.
- Ability to communicate effectively orally and in writing
- Ability to adhere to prescribed library routines and procedures
- Ability to handle monetary transactions accurately.
- Ability to manage time effectively to maximize productivity.
- Above-average computer skills along with basic internet research capabilities.
- Ability to read, write and compute
- Ability to hear, to speak, to communicate verbally
- Ability to put things in alphabetical and numerical order
- Ability to understand and follow oral and written instructions
- Ability to do repetitive tasks with speed and accuracy
- Ability to work with patrons to locate materials and answer questions
- Ability to use standard office and library equipment

**Physical requirements:**

- Standing and/or walking throughout work day
- Reaching/bending/stooping to retrieve/replace library materials
- Pushing/pulling—to 75 lbs
- Lifting—to 40 lbs
- Visual acuity to read cards and labels of various type sizes

**Work Environment**

- Inside work
- Exposure to dust
- Exposure to book molds and various other molds

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the Library and the employees, and is subject to change as the needs of Library and the requirements of the job change.*

Employee Approval: \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Approval: \_\_\_\_\_ Date \_\_\_\_\_  
Library Director Approval: \_\_\_\_\_ Date \_\_\_\_\_